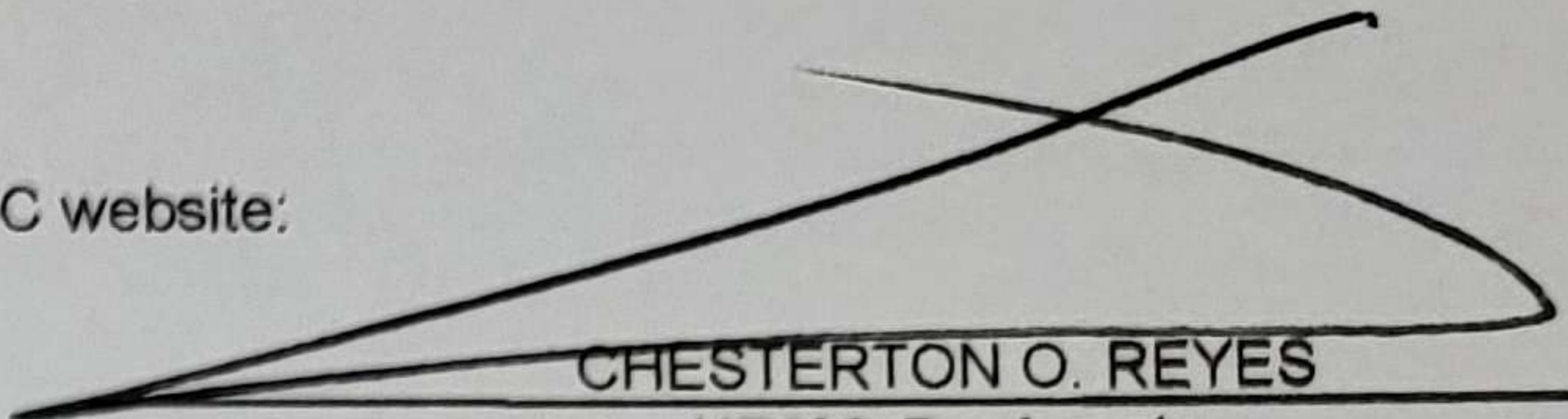


Republic of the Philippines
MGO SAN MIGUEL, LEYTE
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the MGO SAN MIGUEL, LEYTE in the CSC website:


CHESTERTON O. REYES
HRMO-Designate
Date: 03-Nov-23

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Officer II (Management & Audit Analyst I)	41	11	20,250.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level	N/A	Office of the Municipal Accountant
2	Engineer II	56-2	16	29,754.00	Bachelor's Degree of Engineering relevant to the job	4 hours of relevant training	1 year of relevant experience	RA 1080		Office of the Municipal Engineer
				XXX NOTHING FOLLOWS XXX						

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than November 20, 2023.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.
5. This office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with sexual orientation, gender identity and expression (SOGIE).

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

ATTY. NORMAN D. SABDAO THRU CHESTERTON O. REYES
Municipal Mayor
LGU San Miguel, Leyte
mpdcsanmiguel23@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.