


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

Electronic copy to be submitted to the CSC FO must be in MS Excel format

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:


JULIUS G. AMBIDA
HRMO I-Designate
Date: June 29, 2021

| No | Position Title (Parenthetical Title, if applicable) | Plantilla Item No. | Salary/ Job/ Pay Grade | Monthly Salary | Qualification Standards | | | Eligibility | Competency (if applicable) | Place of Assignment |
|----|--|--------------------|------------------------|----------------|---|---------------|---|---|----------------------------|--|
| | | | | | Education | Training | Experience | | | |
| 1 | Meter Reader I | 15-6 | 4 | 10355 | High School Graduate | None Required | None Required | None Required (MC II, s. 95-Cat III) | NA | Office of the San Miguel Waterworks System |
| 2 | Administrative Aide III (Driver I) | 15-12 | 3 | 9764 | High School Graduate | None Required | None Required | Driver's License (MC II, s. 95-Cat III) | NA | Office of the San Miguel Waterworks System |
| 3 | Municipal Government Department Head I (Municipal Treasurer) | 44 | 24 | 63806 | Bachelor's Degree preferably Commerce, Public Administration or Law | None Required | 3 years experience in treasury or accounting services | First Grade Civil or its equivalent | NA | Office of the Municipal Treasurer |
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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 July 14, 2021.

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.

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

JULIUS G. AMBIDA
HRMO I-Designate
Reel St., 6518 San Miguel, Leyte
jgambida01@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.