


Republic of the Philippines  
MGO SAN RICARDO, SOUTHERN 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 Ricardo, Southern Leyte, in the CSC website:

  
LIZA MAY A. MALASAGA  
**HRMO/HRMA- Designate**

Date: 04/26/2021

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	Mun. Gov't Dept. Head (Municipal Accountant I)	38	24	59,552.00	Bachelor's degree in Commerce/Business Administration major in Accounting	None	3 years experience in the treasury or accounting service	RA 1080 (CPA)	N/A	LGU-San Ricardo Accounting and Internal Audit Service
2	Midwife II	46	11	22,316.00	Completion of Midwifery Course	4 hours of relevant training	1 year of relevant training	RA 1080 (Midwife)	N/A	LGU-San Ricardo Municipal Health Office
3										
4										

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 May 12, 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](http://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/email their application to:

**LIZA MAY A. MALASAGA**  
InCharge in all HR Matters  
Local Government Unit-San Ricardo, So. Leyte  
[lizamaymalasaga@yahoo.com](mailto:lizamaymalasaga@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.