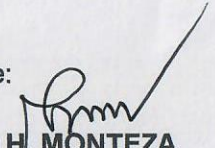


Republic of the Philippines
MGO SANTA FE, LEYTE
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

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


AMPARO H. MONTEZA
Municipal Mayor

Date: March 3, 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 | ADMINISTRATIVE AIDE VI (Clerk III) | 32 | 6 | 10867 | Completion of two-year studies in college or High School Graduate with relevant vocational/trade course | 1 year of relevant experience | 4 hours of relevant training | Relevant MC 11 s. 1996 Career Service (Sub-Professional)/ First Level Eligibility | N/A | LGU - STA. FE, LEYTE |

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 March 19, 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/email their application to:


NIRESSA AMOR G. LAGO

HRMO II

LGU - STA. FE, LEYTE

lgu_stafe@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.