

Republic of the Philippines
MGO SOGOD, 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 SOGOD, SOUTHERN LEYTE in the CSC we

ARNIDA B. BERNAL
HRMO

Date: January 14, 202

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				
					Education	Training	Experience	Eligibility	Competency (if applicable)
1	Administrative Officer I (Cashier I)	49	10	17,186.00	Bachelor's Degree	None Required	None Required	Career Service(Professional) Second Level Eligibility	N/A
2	Administrative Aide IV (Clerk II)	54	4	11,736.00	Completion of two years studies in college	None Required	None Required	Career Service(SubProfessional) First Level Eligibility	N/A
3	Administrative Aide IV (Bookbinder II)	118	4	11,736.00	Elementary School Graduate	None Required	None Required	None Required (MC II, s. 96-Cat.III)	N/A
4	Cemetery Caretaker	31	2	10,435.00	Must be able to read and write	None Required	None Required	None Required (MC II, s. 96-Cat.III)	N/A
5	Administrative Aide IV (Budgeting Aide)	38	4	11,736.00	Completion of two years studies in college	None Required	None Required	Career Service(Subprofessional) First Level Eligibility	N/A

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 la

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:

ARNIDA B. BERNALES

HRMO-Designate

Zone-I, Sogod, Southern Leyte

sogodleytelgu@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.