

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 website:

**JOSEPHINE T. TERANTE**

HRMO

Date: February 16, 2023

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)	Place of Assignment
1	Supervising Labor and Employment Officer	139	22	59,469.00	Bachelor's degree preferably in any of the following: Operations Management(OM); Human Resource Management (HRM); Human Resource Development (HRD); and for allied fields	16 hours of relevant training on employment facilitation	3 years of experience in program management relative to employment facilitation	Career Service(Professional)Second Level Eligibility	N/A	Office of the Municipal Mayor

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 03, 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](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.
5. This office encourages all interested and qualified applicants and promotes equal opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, Person of disability (PWD), ethnicity, political affiliation, to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).
- QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**JOSEPHINE T. TERANTE**  
HRMO-Designate  
Zone-I, Sogod, Southern Leyte  
[sogodhr2021@gmail.com](mailto:sogodhr2021@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**