

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:

HRMO
JOSEPHINE T. TERANTE

Date: February 26, 2021

No. (Parenthetical Title, if applicable)	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Labor and Employment Officer II	15	13	22,741.00	Bachelor's degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	N/A	Office Municipal
2	Administrative Officer I (Records Officer I)	4	10	17,186.00	Bachelor's degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	N/A	Office Municipal

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

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:

JOSEPHINE T. TERANTE

HRMO-Designate

Zone-I, Sogod, Southern Leyte

sogodleyte1gu@gmail.com