

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: April 20, 2021

No. (Parentetical Title, if applicable)	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assign
					Education	Training	Experience	Eligibility		
1	Administrative Assistant V Data Controller III	100	11	18,969.00	Completion of two years studies in college or High School Graduate with relevant Vocational/ trade course	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) Data Encoder (MC II, s. 96-Cat. I) First Level Eligibility	N/A	Office of the Municipal Engineer

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