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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: May 06, 2022

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	Communications Equipment Operator I	127	4	12,240.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Appropriate License (MC II, s.96-Cat.II)	N/A	Office of the Municipal Treasurer
2	Tax Mapping Aide	129	4	12,240.00	High School Graduate or Completion of relevant vocational/trade course	None required	None required	None required (MC II, s.96-Cat. III)		Office of the Municipal Assessor
3	Dental Aide	76	4	12,744.00	High School Graduate	None required	None required	None required (MC II, s.96-Cat. III)		Office of the Municipal Health Officer

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 May 21, 2022.

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
sogodlgu2021@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.