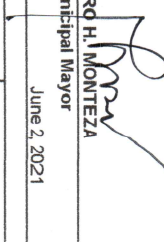


Republic of the Philippines
MGO SANTA FE, LEYTE
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the MGO SANTA FE, LEYTE in the CSC website:

Date: June 2, 2021


AMPARO H. MONTEZA
Municipal Mayor

No.	Position Title (Parent/child 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	Municipal Government Department Head I (Municipal Budget Officer)	30	24	59552	Bachelor's degree, preferably in Accounting, Economics, Public Administration or any related course	3 years' experience in government budgeting or in any related field	None	First grade or its equivalent	N/A		Municipal Budget Office
2	Human Resource Management Officer II	4	15	22437	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional Second Level Eligibility)	N/A		Mayor's Office

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 June 30, 2021.

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:

AMPARO H. MONTEZA
Municipal Mayor
LGU - STA. FE, LEYTE
lfu_stafe@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.