

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

Electronic copy to be submitted to the CSC FO must be  
in MS Excel format

T.O. 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:

  
**NIRESSA AMOR G. LAGO**  
HRMO II  
Date: February 20, 2024

No.	Position Title (Parentetical Title, if applicable)	Planilla 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 Social Welfare and Development Officer)	10	24	63055	Bachelor's degree in Social Work	None Required	3 years of experience in the practice of Social Work	R. A. 1080 as amended (Social Worker)	N/A	Municipal Social Welfare and Development Office
2	Engineer II	NEW-63	16	27770	Bachelor's degree in Engineering relevant to the job	4 hours of relevant training	1 year of relevant experience	R. A. 1080	N/A	Municipal Engineering 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 March 6, 2024.

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 highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, 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:

**NIRESSA AMOR G. LAGO**  
HRMO II  
LGU - SANTA FE, LEYTE  
[hrmo.santafe@gmail.com](mailto:hrmo.santafe@gmail.com)

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