

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

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:

  
**NIRESSA AMOR G. LAGO**  
HRMO II  
Date: February 22, 2023

No.	Position Title (Parenthetical Title, if applicable)	Planilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards			Competency (if applicable)	Place of Assignment		
					Education	Training	Experience				
1	Mun. Gov't Dept. Head I (Municipal Sanggunian Secretary I)	25	24	63055	Bachelor's degree preferably in Law, Commerce or Public Administration	None Required	None Required	None Required	First grade or its equivalent	N/A	Office of the SB Secretary

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 10, 2023.

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 - STA. FE, LEYTE  
[nimo.stafe@gmail.com](mailto:nimo.stafe@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.