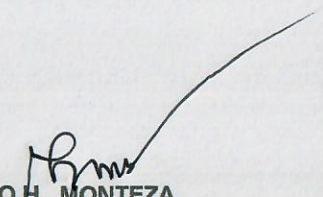


Republic of the Philippines  
**MGO SANTA FE, LEYTE**  
Request for Publication of Vacant Positions

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:

  
\_\_\_\_\_  
AMPARO H. MONTEZA  
Municipal Mayor

Date: March 30, 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	Social Welfare Officer III	11	18	31642	Bachelor's degree in Social Work	8 hours of relevant training	2 years of relevant experience	R.A. 1080 (Social Worker)	N/A	Municipal Social Welfare Development 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 April 18, 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](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.

**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

\_\_\_\_\_  
[hrmo.stafe@gmail.com](mailto:hrmo.stafe@gmail.com)

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