

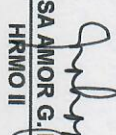
Electronic copy to be submitted to the CSC FO must be
in MS Excel format

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:

Date: July 28, 2022


NIRESSA AMOR G. LAGO
HRMO II

No.	Position Title (Parenthetical 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	Accountant II	36	16	26705	Bachelor's degree in Commerce/Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	R.A. 1080 (Accountant)	N/A	Office of the Municipal Accountant

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 August 15, 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.
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 orientation, gender identity expression with diverse sexual (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
hrmo.state@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.