

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: September 27, 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	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	
2	Midwife II	New-51	11	25439	Completion of Midwifery Course	4 hours of relevant training	1 year of relevant experience	R.A. 1080 (Midwife)	N/A	Municipal Health 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 October 12, 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.

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

hrmo.stafe@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.