

Republic of the Philippines
MGO TABANGO, LEYTE
Request for Publication of Vacant Positions

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

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the MGO TABANGO, LEYTE in the CSC website:

CATHERINE R. ABADINES
HRMO
Date: _____
May 5, 2021

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	
1	Administrative Aide IV (Accounting Clerk I)	42	4	10,355.00	Completion of two Years studies in college	None required	None required	Career Service (Subprof) First Level Eligibility	Accounting Office
2	Social Welfare Assistant	46-A	8	13,129.00	Completion of two Years studies in college	4 hours of relevant training	1 year of relevant training	Career Service (Subprof) First Level Eligibility	MSSWD Office
3	<i>nothing follows</i>								

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 May 20, 2021.

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.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

BERNARD JONATHAN M. REMANDABAN
Municipal Mayor

Municipal Mayor's Office

jgutabango_leyte@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.