


Republic of the Philippines
MGO TABONTABON, 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 TABONTABON, LEYTE in the CSC website:


MARILYN R. AGNILA-ENCISO
MCR/HRMO- Designate

Date:

July 11, 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	Management and Audit Analyst I	62	11	16, 714.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional/ Second Level Eligibility	N/A	LGU-Tabontabon

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 July 26, 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 to all men and women at all levels of position without discrimination regardless of age, gender, civil status, PWD, religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression.

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

MARILYN R. AGNILA-ENCISO

MCR/HRMO-Designate

LGU-Tabontabon, Leyte

lgutabontabon2019@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.