

Republic of the Philippines  
**MGO TUNGA, 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 TUNGA, LEYTE in the CSC website:

  
ODINAH C. MAJAM  
HRMO

Date: September 11, 2023

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	Administrative Aide IV (Budgeting Aide)	27	4	10910	Completion of two (2) years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	None	Office of the Municipal Budget Officer, LGU-Tunga, Leyte

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 September 26, 2023.

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.
5. This Office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of

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

**ENGR. REINBERT C. COSTELO**  
Municipal Mayor  
LGU - Tunga, Leyte  
[lgutunga1949@gmail.com](mailto:lgutunga1949@gmail.com)

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