

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

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

  
**TEDDY L. VAFIOR**  
HRMO  
Date: February 13, 2024

No. (Parenthetical Title, if applicable)	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Assistant-III (Computer Operator-II)	153	9	16,969.00	Completion of two years studies in college or High School Graduate with relevant vocational /trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) Data Encoder (MC 11s-96-Cat.I) First Level Eligibility	N/A	Office of the Sangguniang Bayan

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 Feb. 29, 2024

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.

"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 experience (SOGIE)."

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

  
**HON. DENNIS L. SY**  
Municipal Vice Mayor  
LGU-VILLABA, LEYTE  
[yprwastcr7@yahoo.com](mailto:yprwastcr7@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.