


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 VILLABA, LETYE in the CSC website:

  
ROWENNA D. ABARAO  
HRMA

Date: June 13, 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	Municipal Government Department Head-1 (Human Resource Management Officer)	146	24/1	69,394.00	Bachelor's degree in Psychology, Human Resource Management, Public Administration, Business Administration, Mass Communication, or other allied courses.	None Required	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A		Human Resource Management Office
X-X	X-X-X-X-X-X-X-X-X-X	X-X-X-X-X-X-X-X-X-X	X-X-X-X-X	X-X-X-X-X-X-X-X-X-X	NOTHING	FOLLOWS	X-X-X-X-X-X-X-X-X-X	X-X-X-X-X-X-X-X-X-X	X-X-X-X-X-X-X-X-X-X		

"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)".

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 June 28, 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.

QUALIFIED APPLICANTS are advised to hand in 4 and send through courier/airmail their application to:

ENGR. JORGE V. VELOSO  
Municipal Mayor  
MGO VILLABA, LETYE  
LGU-VILLABA, LETYE  
veloso.jorge@yafbo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.