


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

  
CARIDAD V. SALADO  
HRMO

Date: December 1, 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 I (Utility Worker I)	11	1	11,050.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96, Cat III)	N/A	Office of the Municipal Mayor
2	Administrative Aide I (Utility Worker I)-Casual	N/A	1	11,050.00	Must be able to read and write	None Required	None Required	None Required	N/A	Office of the Municipal Mayor
3	X-X-X									
4										
5										
6										
7										
8										
9										
10										

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 December 16, 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 encourages all interested and qualified applicants and promote equal 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 orientationm gender identity and expression (SOGIE)

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

Caridad V. Salado  
HRMO III  
LGU - Matalom, Leyte  
[matalomice@gmail.com](mailto:matalomice@gmail.com)

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