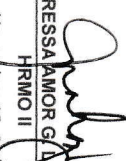


We hereby request the publication of the following vacant positions, which are authorized to be filled, at the MGO SANTA FE, LEYTE in the CSC website:


NIRESSA AMOR G. LAGO
 HRMO II
 November 15, 2023

Date:

November 15, 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)	9	1	9100	Must be able to read and write	None Required	None Required	None Required	None required	N/A	Municipal Budget Office
2	Municipal Government Department Head I (Municipal Civil Registrar)	31	24	63055	Bachelor's degree	None Required	3 years of experience in civil registry work	Career Service Professional/ Second Level Eligibility	N/A	N/A	Office of the Municipal Civil Registrar
3	Revenue Collection Clerk II	43	7	13034	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	N/A	Municipal Treasurer's Office
4	Agricultural Technologist	60	10	16223	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None Required	None Required	Relevant RA 1080	N/A	N/A	Municipal Agriculture Office
5	Driver II	67	4	10910	Elementary School Graduate	None required	None required	Professional Driver's License (MC No. 10, s. 2013 - Cat IV)	N/A	N/A	Municipal Disaster Risk Reduction Management Office

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 November 30, 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;
 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 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 expression (SOGIE).

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

NIRESSA AMOR G. LAGO
 HRMO II
 LGU - STA. FE, LEYTE
hmo.stafe@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.