Republic of the Philippines MGO INOPACAN, 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, a	at the MGO INOPACAN	LEXTE in the CSC website
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RICARDO ERIC S. PROJO
HRMO
Date: 3-Apr-24

No.	Position Title (Parenthetical Title, if applicable)	Diamilla		Monthly Salary	Qualification Standards				Diago of	
		Item No.			Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1	Planning Officer IV	8.6	22	53,633.00	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second level Eligibility	Not Applicable	MPDO
2	Administrative Aide IV (Accounting Clerk I)	6.3	4	11,690.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First level Eligibility	Not Applicable	MAccO
3	Tax Mapping Aide	5.3	- 4	11,690.00	High School Graduate or completion of relevant/trade course	None required	None required	None Required MC 11, s. 1996 Category III	Not Applicable	MAssO
4	Local Legislative Staff Assistant I	3.14	6		Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First level Eligibility	Not Applicable	SB Office
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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 April 18, 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;
- 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 Agency 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:

RICARDO ERIC S. PROJO

Personnel Officer

Municipal Building, Poblacion, Inopacan, Leyte

cire214@ymail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.