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, at the MGO INOPACAN, i	EYTE in the CSC	2 website:

RICARDO ERIC S. PROJO
HRMO
Date: 9-Mar-23

	Position Title Plantilla Sal	Solony Joh	Monthly	Qualification Standards					Place of	
No.	(Parenthetical Title, if applicable)	Item No	Salary/ Job/ Pay Grade	Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Assignment
1	Revenue Collection Clerk I	4.3	5	12,407.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First level eligibility	Not Applicable	Municipal Treasurer's Office
2	Administrative Aide VI (Utility Foreman)	1.3	6	13,165.00	Elementary School Graduate	None required	None required	None Required (MC 11, s. 96 - Cat. III)	Not Applicable	Municipal Mayor's Office
3 4	Municipal Government Department Head I (Municipal General Services Officer)	18.1	24	67,559.00	College degree on public administration, business administration and management	24 hours training in managemen t and supervision	3 years experience in general services, including manageme nt of supply, property, solid waste disposal, and general sanitation		Not Applicable	Local General Services 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 March 24, 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 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
Muncipal	Building, Poblacion, Inopacan, Leyte
	cire214@ymail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.