

Republic of the Philippines  
**MGO SAN FRANCISCO, SOUTHERN 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 SAN FRANCISCO, SOUTHERN LEYTE: in the  
CSC website:

METCHU I. SUAREZ

HRMO

Date:

8/14/2023

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 1)	7-G	1/1	8,424	Must be able to read and write	None required	None required (MC 11, s. 96 - Cat. III)	None required (MC 11, s. 96 - Cat. III)	N/A	Office of the Municipal Mayor
2	Administrative Aide I (Utility Worker 1)	7-H	1/1	8,424	Must be able to read and write	None required	None required (MC 11, s. 96 - Cat. III)	None required (MC 11, s. 96 - Cat. III)	N/A	Office of the Municipal Mayor
3	Administrative Aide I (Utility Worker 1)	7-I	1/1	8,424	Must be able to read and write	None required	None required (MC 11, s. 96 - Cat. III)	None required (MC 11, s. 96 - Cat. III)	N/A	Office of the Municipal Mayor
4	Administrative Aide I (Utility Worker 1)	7-J	1/1	8,424	Must be able to read and write	None required	None required (MC 11, s. 96 - Cat. III)	None required (MC 11, s. 96 - Cat. III)	N/A	Office of the Municipal Mayor
5	Administrative Aide I (Utility Worker 1)	7-K	1/1	8,424	Must be able to read and write	None required	None required (MC 11, s. 96 - Cat. III)	None required (MC 11, s. 96 - Cat. III)	N/A	Office of the Municipal Mayor

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 August 29, 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 highly encourages all interested and qualified applicants and promotes equal opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person of disability (PWD), 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:

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**METCHI I. SUAREZ**  
\_\_\_\_\_  
HRMO I  
\_\_\_\_\_  
L.GU- SAN FRANCISCO, SOUTHERN LEYTE  
\_\_\_\_\_  
[suarezmetchi@yahoo.com](mailto:suarezmetchi@yahoo.com)

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