


Republic of the Philippines
MGO PALO, 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 PALO, LEYTE in the CSC website:


ALLAN P. CHAVERO
HRMO
Date: January 9, 2024

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	Cemetery Caretaker	011-P	SG-2	11,055.00	Must be able to read and write	None required	None required	None Required (CSC MC 11, s. 96 Cat. III)	N/A	Mayor's Office
2	Parking Aide I	011-Q	SG-2	11,055.00	Elementary School Graduate	None required	None required	None Required (CSC MC 10, s. 2013 Cat. III)	N/A	Mayor's Office
3	Construction and Maintenance Man	011-R	SG-2	11,055.00	Elementary School Graduate	None required	None required	None Required (CSC MC 10, s. 2013 Cat. III)	N/A	Mayor's Office
4	Construction and Maintenance Man	011-S	SG-2	11,055.00	Elementary School Graduate	None required	None required	None Required (CSC MC 10, s. 2013 Cat. III)	N/A	Mayor's Office
5	Administrative Aide II (Messenger)	011-T	SG-2	11,055.00	Elementary School Graduate	None required	None required	None Required (CSC MC 10, s. 2013 Cat. III)	N/A	Mayor's Office
6	Administrative Aide II (Messenger)	011-U	SG-2	11,055.00	Elementary School Graduate	None required	None required	None Required (CSC MC 10, s. 2013 Cat. III)	N/A	Mayor's Office
7	Metro Aide I	011-V	SG-2	11,055.00	Must be able to read and write	None required	None required	None Required (CSC MC 10, s. 2013 Cat. III)	N/A	Mayor's Office
8	Metro Aide I	011-W	SG-2	11,055.00	Must be able to read and write	None required	None required	None Required (CSC MC 10, s. 2013 Cat. III)	N/A	Mayor's Office
9	Metro Aide I	011-X	SG-2	11,055.00	Must be able to read and write	None required	None required	None Required (CSC MC 10, s. 2013 Cat. III)	N/A	Mayor's Office
10	Metro Aide I	011-Y	SG-2	11,055.00	Must be able to read and write	None required	None required	None Required (CSC MC 10, s. 2013 Cat. III)	N/A	Mayor's Office
11	Administrative Aide II (Reproduction Machine Operator I)	011-Z	SG-2	11,055.00	Elementary School Graduate	None required	None required	None Required (CSC MC 11, s. 96 Cat. III)	N/A	Mayor's Office
12	Administrative Aide II (Reproduction Machine Operator I)	011-AA	SG-2	11,055.00	Elementary School Graduate	None required	None required	None Required (CSC MC 11, s. 96 Cat. III)	N/A	Mayor's Office
13	Administrative Aide II (Bookbinder I)	011-AB	SG-2	11,055.00	Elementary School Graduate	None required	None required	None Required (CSC MC 10, s. 2013 Cat. III)	N/A	Mayor's Office
14	Administrative Aide II (Bookbinder I)	011-AC	SG-2	11,055.00	Elementary School Graduate	None required	None required	None Required (CSC MC 10, s. 2013 Cat. III)	N/A	Mayor's Office
15	Administrative Aide II (Messenger)	013-A	SG-2	11,055.00	Elementary School Graduate	None required	None required	None Required (CSC MC 10, s. 2013 Cat. III)	N/A	Market & Slaughterhouse
16	Watchman I	013-B	SG-2	11,055.00	Elementary School Graduate	None required	None required	None Required (CSC MC 10, s. 2013 Cat. III)	N/A	Market & Slaughterhouse
17	Watchman I	013-C	SG-2	11,055.00	Elementary School Graduate	None required	None required	None Required (CSC MC 10, s. 2013 Cat. III)	N/A	Market & Slaughterhouse
18	Administrative Aide II (Messenger)	029-B	SG-2	11,055.00	Elementary School Graduate	None required	None required	None Required (CSC MC 10, s. 2013 Cat. III)	N/A	Mun. Planning & Dev't. Office
19	Administrative Aide II (Reproduction Machine Operator I)	032-A	SG-2	11,055.00	Elementary School Graduate	None required	None required	None Required (CSC MC 11, s. 96 Cat. III)	N/A	Mun. Civil Registrar's Office
20	Architect I	035-A	SG-12	23,332.00	Bachelor's Degree in Architecture	None required	None required	RA 1080 (Architect)	N/A	Mun. Engineer's Office
21	Administrative Aide II (Messenger)	035-B	SG-2	11,055.00	Elementary School Graduate	None required	None required	None Required (CSC MC 10, s. 2013 Cat. III)	N/A	Mun. Engineer's Office
22	Administrative Aide II (Reproduction Machine Operator I)	035-C	SG-2	11,055.00	Elementary School Graduate	None required	None required	None Required (CSC MC 11, s. 96 Cat. III)	N/A	Mun. Engineer's Office
23	Administrative Aide II (Bookbinder I)	035-D	SG-2	11,055.00	Elementary School Graduate	None required	None required	None Required (CSC MC 10, s. 2013 Cat. III)	N/A	Mun. Engineer's Office
24	Administrative Aide II (Reproduction Machine Operator I)	038-B	SG-2	11,055.00	Elementary School Graduate	None required	None required	None Required (CSC MC 11, s. 96 Cat. III)	N/A	Mun. Budget Office
25	Administrative Aide II (Bookbinder I)	043-B	SG-2	11,055.00	Elementary School Graduate	None required	None required	None Required (CSC MC 10, s. 2013 Cat. III)	N/A	Mun. Accountant's Office
26	Administrative Aide II (Messenger)	056-F	SG-2	11,055.00	Elementary School Graduate	None required	None required	None Required (CSC MC 10, s. 2013 Cat. III)	N/A	Mun. Treasurer's Office
27	Administrative Aide II (Reproduction Machine Operator I)	056-G	SG-2	11,055.00	Elementary School Graduate	None required	None required	None Required (CSC MC 11, s. 96 Cat. III)	N/A	Mun. Treasurer's Office
28	Administrative Aide II (Bookbinder I)	056-H	SG-2	11,055.00	Elementary School Graduate	None required	None required	None Required (CSC MC 10, s. 2013 Cat. III)	N/A	Mun. Treasurer's Office
29	Administrative Aide II (Messenger)	063-A	SG-2	11,055.00	Elementary School Graduate	None required	None required	None Required (CSC MC 10, s. 2013 Cat. III)	N/A	Mun. Assessor's Office

30	Social Welfare Officer I	068-A2	SG-11	21,600.00	Bachelor's Degree in Social Work	None required	None required	RA 1080 (Social Worker)	N/A	MSWD Office
31	Administrative Aide II (Reproduction Machine Operator I)	068-C	SG-2	11,055.00	Elementary School Graduate	None required	None required	None Required (CSC MC 11, s. 96 Cat. III)	N/A	MSWD Office
32	Administrative Aide II (Bookbinder I)	068-D	SG-2	11,055.00	Elementary School Graduate	None required	None required	None Required (CSC MC 10, s. 2013 Cat. III)	N/A	MSWD Office
33	Farm Worker I	076-A	SG-2	11,055.00	Elementary School Graduate	None required	None required	None Required (CSC MC 11, s. 96 Cat. III)	N/A	Mun. Agriculture's Office
34	Radiologic Technologist I	096	SG-11	27,000.00	Bachelor's degree in Radiologic Technology	None required	None required	RA 1080 (Radiologic Technologist)	N/A	Mun Health Office
35	Medical Technologist I	097	SG-11	27,000.00	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	None required	None required	RA 1080 (Medical Technologist)	N/A	Mun. Health Office
36	Laboratory Aide I	098	SG-2	13,819.00	Elementary School Graduate	None required	None required	None Required (CSC MC 11, s. 96 Cat. III)	N/A	Mun. Health Office
	X-X-X Nothing Follows x-x-x									

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 January 25, 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.

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:

ALLAN P. CHAVERO

Human Resource Management Officer I

LGU-Palo, Leyte

allanp.chavero@lgu-palo.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.