

CS Form No. 9
Revised 2018

Electronic copy to be submitted to the CSC FO
must be in MS Excel format

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



EDNOR BUGNAYAN
Municipal Mayor

Date: 1/19/2024

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	Local Disaster Risk Reduction Management Officer V	94	24	67,559.00	Masters Degree	24 hours of training in Management and supervision on DRRM	4 years in position involving management and supervision, 1 year of which is to DRRM	Career Service Professional		MDRRMO
2	Midwife II	58	11	27,000.00	Completion of Midwifery Course	hours relevant training	1 year relevant experience	RA 1080		RHU
3	Population Program Worker 1	6	5	12,407.00	Completion of Two years in College	none required	none required	Career Service Subprofessiona l		MO

4	Engineer I	93	12	21,874.00	A holder of a bachelors degree in Engineering relevant to the job.	none required	none required	RA 1080		MEO
5	Social Welfare Assistant	49	8	14,808.00	Completion of Two years in College	1 year relevant experience	4 hours relevant training	Career Service Subprofessiona I		MSWD
6	Administrative Aide IV (Clerk II)	7	4	11,690.00	Completion of Two years in College	none required	none required	Career Service Subprofessiona I		MO
7	Local Revenue Collection Clerk II (Revenue Collection Clerk II)	28	7	13,965.00	Completion of Two years in College	none required	none required	Career Service Subprofessiona I		MTO
10	Administrative Assistant I (Computer Operator I)	85	7	13,965.00	Completion of two years in college or High School Graduate with relevant vocational trade course	none required	none required	Carrer Service (Sub-Prof)Data Encoder (MC 11 s.96 Cat.I)		MTO

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 February 4, 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 office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position
QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

ELEONOR B. LUGNASIN

MUN. MAYOR

MUNICIPAL COMPOUND BABATNGON

LEYTE

lgu.babatngonleyte@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

without discrimination regardless of age, gender civil status, person with disability (PWD), religion ethnicity, political affiliation to include members of the indigenous

ous communities and those with diverse sexual orietation, gender identity and experience (SOGIE).