

Republic of the Philippines
MGO HINUNANGAN, 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 HINUNANGAN, SOUTHERN LEYTE in the CSC website:

SUSIE M. BAYANO

HRMO

Date: January 4, 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	MUNICIPAL GOVT. DEPT. HEAD I (Municipal Social Welfare and Development Officer I)	64	24	₱ 72,062.00	Bachelor's degree in Social Work or Bachelor's degree preferably in Sociology or any related course	None Required	3 years experience in the practice of social work	First Grade or It's equivalent		Office of the MSWD
2	INTERNAL AUDITOR II	12	15	₱ 29,295.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility		Office of the Municipal Mayor
3	SENIOR LABOR AND EMPLOYMENT OFFICER	5	19	₱ 41,086.00	Bachelor's degree preferably in any of the following: Operations Management (OM); Human Resource Management (HRM); Human Resource Development (HRD); and/or Allied fields	8 hours of relevant training on employment facilitation	2 years of experience in program management relative to employment facilitation	Career Service (Professional)/ Second Level Eligibility		Office of the Municipal Mayor
4	MUNICIPAL GOVT. DEPT. HEAD I (Municipal Accountant I)	41	24	₱ 72,062.00	Bachelor's degree in Commerce/Business Administration major in Accounting	None Required	3 years experience in the treasury or accounting service	R.A. 1080		Office of the Municipal Accountant
5	ADMINISTRATIVE ASSISTANT II (Assistant Registration Officer)	36	8	₱ 15,795.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (SubProfessional)/ First Level Eligibility		Office of the Municipal Civil Registrar
6	Municipal Govt. Assistant Dept.Head (Assistant Municipal Treasurer)	47	22	₱ 57,209.00	Bachelor's Degree preferably in Commerce, Public Administration, or Law.	None Required	3 years experience in the treasury or accounting service	First Grade Civil Service Eligible or it's equivalent		Office of the Municipal Treasurer
7										
8										
9										
10										

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 4, 2024 to January 19, 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 qualification 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 all 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:

SUSIE M. BAYANO

HRMO I

LGU - HINUNANGAN, SOUTHERN LEYTE

lguhinunangan@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.