

Republic of the Philippines  
**MGO PALOMPON, 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 PALOMPON, LEYTE in the CSC website:

  
HAZEL F. VASQUEZ  
HRMO

Date:

December 27, 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	Records Officer I	3	10	19,700.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	N/A	Office of the Municipal Mayor
2	Internal Auditor II	9	15	31,126.00	Bachelor's Degree Relevant to the Job	4 Hours of Relevant Training	1 Year of Relevant Experience	Career Service (Professional) Second Level Eligibility	N/A	Office of the Municipal Mayor
3	Local Legislative Staff Assistant I	23	6	14,920.00	Completion of Two Years Studies in College	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	Office of the Sangguniang Bayan
4	Administrative Aide III (Utility Worker II)	24	3	12,476.00	Must be able to read and write	None required	None required	None Required (MC 11, s.96 - Cat III)	N/A	Office of the Sangguniang Bayan
5	Administrative Aide III (Clerk I)	25	3	12,476.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	Office of the Sangguniang Bayan
6	Administrative Aide III (Driver I)	26	3	12,476.00	Elementary School Graduate	None required	None required	Driver's License (MC 11, s.96-Cat II)	N/A	Office of the Sangguniang Bayan
7	Administrative Aide III (Driver I)	27	3	12,476.00	Elementary School Graduate	None required	None required	Driver's License (MC 11, s.96-Cat II)	N/A	Office of the Sangguniang Bayan
8	Administrative Aide III (Utility Worker II)	30	3	12,476.00	Must be able to read and write	None required	None required	None required (MC 11, s.96 - Cat III)	N/A	Office of the Sangguniang Bayan
9	Administrative Aide I (Utility Worker I)	36	1	11,050.00	Must be able to read and write	None required	None required	None required (MC 11, s.96 - Cat III)	N/A	Office of the Municipal Administrator
10	Human Resource Management Aide	38	4	13,284.00	Completion of Two Years Studies in College	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	Office of the Municipal Administrator
11	Local Disaster Risk Reduction Management Officer III	39	18	39,716.00	Bachelor's Degree	8 Hours of Relevant Training on DRRM	2 Years of Relevant Experience on DRRM	Career Service (Professional) Second Level Eligibility	N/A	Office of the Municipal Disaster Risk Reduction and Management
12	Administrative Aide I	41	1	11,050.00	Must be able to read and write	None required	None required	None required (MC 11, s.96 - Cat III)	N/A	Office of the Municipal Administrator
13	Development Management Officer III	49	18	39,716.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Office of the Municipal Planning and Development Coordinator
14	Project Development Officer I	50	11	22,950.00	Bachelor's Degree Relevant to the Job	None Required	None Required	Career Service (Professional) Second Level Eligibility	N/A	Office of the Municipal Planning and Development Coordinator

15	Computer Programmer II	54	15	31,126.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Office of the Municipal Planning and Development Coordinator
16	Computer Operator III	55	12	24,790.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course.	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) Data Encoder (MC 11, s.96-Cat. I) First Level Eligibility	N/A	Office of the Municipal Planning and Development Coordinator
17	Administrative Assistant I (Computer Operator I)	56	7	15,827.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course.	None required	None required	Career Service (Subprofessional) Data Encoder (MC 11, s.96-Cat. I) First Level Eligibility	N/A	Office of the Municipal Planning and Development Coordinator
18	Electronics and Communications Technician I	57	6	14,920.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course.	None required	None required	None required (MC 11, s.96-Cat. I)	N/A	Office of the Municipal Planning and Development Coordinator
19	Municipal Government Department Head I (Municipal Civil Registrar I)	58	24	76,566.00	Bachelor's Degree	None	3 years' experience in civil registry work	First grade or its equivalent	N/A	Office of the Municipal Civil Registry
20	Registration Officer I	59	10	19,700.00	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Office of the Municipal Civil Registry
21	Budget Officer I	63	11	22,950.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Office of the Municipal Budget
22	Municipal Government Department Head I (Municipal Accountant I)	65	24	76,566.00	Bachelor's degree in Commerce/Business Administration major in Accounting	None	3 years of relevant experience in the treasury or accounting service	RA 1080 (Certified Public Accountant)	N/A	Office of the Municipal Accountant
23	Administrative Aide VI (Clerk III)	68	6	14,920.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	Office of the Municipal Accountant
24	Administrative Aide IV	69	4	13,284.00	Completion of two years studies in college	none required	none required	Career Service (Subprofessional) First Level Eligibility	N/A	Office of the Municipal Accountant
25	ADMINISTRATIVE AIDE II (MESSENGER)	70	2	11,746.00	ELEMENTARY SCHOOL GRADUATE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED (MC 11, S. 96 - CAT. III)	N/A	OFFICE OF THE MUNICIPAL ACCOUNTANT
26	ADMINISTRATIVE AIDE I (UTILITY WORKER I)	71	1	11,050.00	MUST BE ABLE TO READ AND WRITE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED (MC 11, S. 96 - CAT. III)	N/A	OFFICE OF THE MUNICIPAL ACCOUNTANT
27	Assistant Municipal Treasurer	73	22	60,784.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Office of the Municipal Treasury

28	Revenue Collection Clerk II	76	7	15,827.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	Office of the Municipal Treasury
29	Revenue Collection Clerk II	77	7	15,827.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	Office of the Municipal Treasury
30	Revenue Collection Clerk I	80	5	14,062.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	Office of the Municipal Treasury
31	Revenue Collection Clerk I	81	5	14,062.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	Office of the Municipal Treasury
32	Revenue Collection Clerk II	82	9	18,029.00	Completion of Two Years Studies in College	4 Hours of Relevant Training	1 Year of Relevant Experience	Career Service (Subprofessional) First Level Eligibility	N/A	Office of the Municipal Treasury
33	License Inspector II	83	8	16,782.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	Office of the Municipal Treasury
34	Municipal Government Department Head I (Municipal Assessor I)	84	24	76,566.00	Bachelor's Degree preferably in Civil or Mechanical Engineering, Commerce, or any other related course	None required	3 years' experience in real property assessment work or in any related field	RA 1080 (Real Estate Service)	N/A	Office of the Municipal Assessor
35	Tax Mapper II	85	15	31,126.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Office of the Municipal Assessor
36	Local Assessment Operations Officer I	86	11	22,950.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Office of the Municipal Assessor
37	Assessment Clerk I	88	4	13,284.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	Office of the Municipal Assessor
38	Supply Officer I	91	10	19,700.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Office of the General Services
39	Administrative Aide III (Laborer II)	95	3	12,476.00	Must Be Able to Read and Write	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)	N/A	Office of the General Services
40	Municipal Government Department Head I (Municipal Health Officer I)	98	24	90,078.00	Doctor of Medicine	None Required	3 years experience as medical practitioner	RA 1080 (Physician)	N/A	Office of the Municipal Health
41	Dentist I	100	13	31,320.00	Doctor of Dental Medicine or Dental Surgery	None required	None required	RA1080	N/A	Office of the Municipal Health
42	Midwife III	106	13	31,320.00	Completion of Midwifery Course	8 hours of relevant training	2 years relevant experience	RA1080	N/A	Office of the Municipal Health
43	Midwife II	109	11	27,000.00	Completion of Midwifery Course	4 hours of relevant training	1 year relevant experience	RA1080	N/A	Office of the Municipal Health

44	Administrative Aide III (Utility Worker II)	117	3	14,678.00	Must be able to read and write	None required	None required	None required (MC 11, s.96 - Cat III)	N/A	Office of the Municipal Health
45	SOCIAL WELFARE OFFICER III	118	18	39,716.00	BACHELOR'S DEGREE IN SOCIAL WORK	8 HOURS OF RELEVANT TRAINING	2 YEARS OF RELEVANT EXPERIENCE	RA 1080 (SOCIAL WORKER)	N/A	OFFICE OF THE MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT
46	SOCIAL WELFARE OFFICER I	119	11	22,950.00	BACHELOR'S DEGREE IN SOCIAL WORK	NONE REQUIRED	NONE REQUIRED	RA 1080 (SOCIAL WORKER)	N/A	OFFICE OF THE MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT
47	Population Program Worker II	120	7	13,377.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	OFFICE OF THE MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT
48	Day Care Worker I	122	6	14,920.00	High School Graduate	None required	None required	None required (MC 11, s.96-Cat. III)	N/A	Office of the Municipal Social Welfare and Development
49	Administrative Aide III (Utility Worker II)	123	3	12,476.00	Must Be Able to Read and Write	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)	N/A	Office of the Municipal Social Welfare and Development
50	Administrative Aide III (Clerk I)	124	3	12,476.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	Office of the Municipal Social Welfare and Development
51	Tourism Operations Officer II	127	15	31,126.00	Bachelor's degree in tourism, business, law, economics, marketing, public administration or other related fields.	4 hours of relevant training on tourism	1 year of work experience and involvement in the tourism industry either in the private sector or the government	Career Service (Professional) Second Level Eligibility	N/A	Office of the Municipal Environment and Natural Resources
52	Tourism Operations Officer I	128	11	22,950.00	Bachelor's degree in tourism, business, law, economics, marketing, public administration or other related fields.	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Office of the Municipal Environment and Natural Resources
53	Environmental Management Specialist I	129	11	22,950.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Office of the Municipal Environment and Natural Resources
54	Park Maintenance General Foreman	130	10	19,700.00	High School Graduate	8 Hours of Relevant Training	2 Years of Relevant Experience	None Required (MC 11, s. 96 - Cat. III)	N/A	Office of the Municipal Environment and Natural Resources
55	Security Guard I	133	3	12,476.00	High School Graduate	None Required	None Required	Security Guard License (MC 11, s.-Cat.II)	N/A	Office of the Municipal Environment and Natural Resources
56	Security Guard I	134	3	12,476.00	High School Graduate	None required	None required	Security Guard License (MC 11, s.96-Cat. II)	N/A	Office of the Municipal Environment and Natural Resources

57	Administrative Aide III (Clerk I)	137	3	12,476.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	Office of the Municipal Environment and Natural Resources
58	Municipal Government Department Head I (Municipal Agriculturist I)	138	24	76,566.00	Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None	3 Years of Relevant Experience	Relevant RA 1080	N/A	Office of the Municipal Agriculture
59	Agricultural Technologist	141	10	19,700.00	Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None Required	None Required	Relevant RA 1080	N/A	Office of the Municipal Agriculture
60	Agricultural Technologist	142	10	19,700.00	Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None Required	None Required	Relevant RA 1080	N/A	Office of the Municipal Agriculture
61	Agricultural Technologist	143	10	19,700.00	Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None Required	None Required	Relevant RA 1080	N/A	Office of the Municipal Agriculture
62	Administrative Aide III (Clerk I)	144	3	12,476.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	Office of the Municipal Agriculture
63	Farm Worker I	145	2	11,746.00	Elementary School Graduate	None Required	None Required	None Required	N/A	Office of the Municipal Agriculture
64	Engineer I	147	12	24,790.00	Bachelor's Degree in Engineering Relevant to the Job	None Required	None Required	RA 1080	N/A	Office of the Municipal Engineer
65	Motorpool Supervisor II	148	9	18,029.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	Office of the Municipal Engineer
66	Draftsman I	150	6	14,920.00	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course.	None required	None required	Career Service (Subprofessional) Draftsman or Illustrator (MC 11, s.96-Cat. I) First Level Eligibility	N/A	Office of the Municipal Engineer
67	Construction and Maintenance General Foreman	156	11	22,950.00	High School Graduate	8 Hours of Relevant Training	2 Years of Relevant Experience	None Required (MC 11, s. 96 - Cat. III)	N/A	Office of the Water Administration and Services of Hinablayan

68	Administrative Officer I (Cashier I)	157	10	19,700.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Office of the Water Administration and Services of Hinablayan
69	Administrative Aide VI	158	6	14,920.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	Office of the Water Administration and Services of Hinablayan
70	Meter Reader II	159	6	14,920.00	High School Graduate	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)	N/A	Office of the Water Administration and Services of Hinablayan
71	Meter Reader I	160	4	13,284.00	High School Graduate	None required	None required	None required (MC 11, s.96-Cat. III)	N/A	Office of the Water Administration and Services of Hinablayan
72	Meter Reader I	161	4	13,284.00	High School Graduate	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)	N/A	Office of the Water Administration and Services of Hinablayan
73	Meter Reader I	162	4	13,284.00	High School Graduate	None required	None required	None required (MC 11, s.96-Cat. III)	N/A	Office of the Water Administration and Services of Hinablayan
74	Administrative Aide III (Clerk I)	164	3	12,476.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	Office of the Water Administration and Services of Hinablayan
75	Pipefitter I	165	3	12,476.00	Elementary School Graduate	None required	None required	Pipefitter or Plumber (MC 11, s. 96 - Cat. I)	N/A	Office of the Water Administration and Services of Hinablayan
76	Construction and Maintenance Man	167	2	11,746.00	Elementary School Graduate	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)	N/A	Office of the Water Administration and Services of Hinablayan
77	Construction and Maintenance Man	168	2	11,746.00	Elementary School Graduate	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)	N/A	Office of the Water Administration and Services of Hinablayan
78	Construction and Maintenance Man	169	2	11,746.00	Elementary School Graduate	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)	N/A	Office of the Water Administration and Services of Hinablayan
79	Laborer I	170	1	11,050.00	Must be able to read and write	None required	None required	None required (MC 11, s.96-Cat. III)	N/A	Office of the Water Administration and Services of Hinablayan
80	Administrative Aide I	171	1	11,050.00	Must be able to read and write	None required	None required	None required (MC 11, s.96 - Cat III)	N/A	Office of the Water Administration and Services of Hinablayan
81	Market Supervisor I	173	10	19,700.00	Bachelor's degree	none required	none required	Career service (Professional) Second Level Eligibility	N/A	Office of the Public Market
82	Administrative Aide III (Utility Worker II)	175	3	12,476.00	Must Be Able to Read and Write	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)	N/A	Office of the Slaughterhouse

83	Park Maintenance General Foreman	176	10	19,700.00	High School Graduate	8 hours of relevant training	2 years of relevant experience	None required (MC 11, s.96-Cat. III)	N/A	Office of the Municipal Tourism Destination Areas
84	Park Maintenance General Foreman	177	10	19,700.00	High School Graduate	8 hours of relevant training	2 years of relevant experience	None required (MC 11, s.96-Cat. III)	N/A	Office of the Municipal Tourism Destination Areas
85	Tourism Receptionist I	178	8	16,782.00	Completion of two years studies in college	4 hours of relevant training on tourism	1 year of relevant experience in the tourism industry either in the private sector or the government	Career Service (Sub-Professional) First Level Eligibility	N/A	Office of the Municipal Tourism Destination Areas
86	Watchman I	179	2	11,746.00	Elementary School Graduate	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)	N/A	Office of the Tourism Destination Areas
87	Local Legislative Staff Employee I	180	2	11,746.00	Elementary School Graduate	None required	None required	None required (MC 11, s.96-Cat. III)	N/A	Office of the Sangguniang Bayan
88	Human Resource Management Officer I (HRMO I)	186	11	22,950.00	Bachelor's degree	None required	None required	Career service (Professional) Second Level Eligibility	N/A	Office of the Municipal Administrator
89	Executive Assistant II	187	17	36,576.00	Bachelor's degree	4 hours of training	1 year of experience	Career Service (Professional) Second Level Eligibility	N/A	Office of the Municipal Mayor
90	Labor and Employment Officer I	188	11	22,950.00	Bachelor's degree	None required	None required	Career service (Professional) Second Level Eligibility	N/A	Office of the Municipal Mayor
91	LOCAL ECONOMIC INVESTMENT PROMOTION OFFICER	189	11	22,950.00	BACHELOR'S DEGREE	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE (PROFESSIONAL)	N/A	OFFICE OF THE LOCAL ECONOMY AND INVESTMENT PROMOTION
92	Nurse II	192	15	36,619.00	Bachelor of Science in Nursing	4 Hours of Relevant Training	1 Year of Relevance Experience	RA 1080	N/A	Office of the Municipal Health
93	Midwife I	194	9	21,211.00	Completion of Midwifery Course	None required	None required	RA1080	N/A	Office of the Municipal Health
94	RURAL HEALTH PHYSICIAN	196	24	90,078.00	DOCTOR OF MEDICINE	8 HOURS OF RELEVANT TRAINING	2 YEARS OF RELEVANT EXPERIENCE	RA 1080	N/A	OFFICE OF THE MUNICIPAL HEALTH
95	YOUTH DEVELOPMENT OFFICER I	197	10	19,700.00	BACHELOR'S DEGREE	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY	N/A	OFFICE OF THE MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT

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 11, 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](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 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:

  
**HAZEL F. VASQUEZ**

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HRMO-Des.

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Rizal St., Palompon, Leyte

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[hrmolgupalompon@gmail.com](mailto:hrmolgupalompon@gmail.com)

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APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



