

Republic of the Philippines
MGO SOGOD, 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 SOGOD, SOUTHERN LEYTE in the CSC website.

JOSEPHINE T. TERANTE

HRMO

Date: January 22, 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	Youth Development Officer II	153	14	28,767.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service(Professional) Second Level Eligibility	N/A	Office of the Municipal Social Welfare and Development Officer
2	Population Program Officer I	150	11	22,950.00	Bachelor's degree	None Required	None Required	Career Service(Professional) Second Level Eligibility	N/A	Office of the Municipal Planning and Development Coordinator
3	Labor and Employment Assistant	148	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 Mayor
4	Administrative Aide II (Messenger)	110	2	14,920.00	Elementary School Graduate	None Required	None Required	None required(MC II is 96-Cat III as amended)	N/A	Office of the Municipal Treasurer
5	Local Legislative Staff Employee I (Utility Worker, Messenger)	149	2	11,746.00	Elementary School Graduate	None Required	None Required	None required(MC II is 96-Cat III as amended)	N/A	Office of the Sangguniang Bayan

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 06, 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 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:

JOSEPHINE T. TERANTE

HRMO-Designate

Zone-I, Sogod, Southern Leyte

sogodru2021@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.