

BULLETIN
OF
VACANT
POSITIONS
(Pursuant to R.A. 7041)

February 15, 2018

Date of Release

Published by:

**Civil Service Commission
Leyte Field Office I
Tacloban City**

2nd Floor Tacloban City Convention Center

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Date Released: February 15, 2018

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

Republic of the Philippines
COMMISSION ON ELECTIONS
 Request for Publication of Vacant Positions

TO: CIVIL SERVICE COMMISSION (CSC)



Handwritten signature: Jose Nick A. Mendros

ATTY. JOSE NICK A. MENDROS
 DIR. IV, Commission on Elections Region 8

Date: Feb. 05, 2018

This is to request the publication of the following vacant positions of COMMISSION ON ELECTIONS in the CSC website:

Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
				Education	Training	Experience	Eligibility		
Election Officer III	EO3-232-1998	15	Php38,085.00	Bachelor's Degree	(8) hours of relevant training	(2) years of relevant experience	C.S. Prof. or its equivalent		OEO, Palompon, Leyte
Election Assistant II	EA2-109-1998	9	Php17,473.00	Bachelor's Degree	None required	None required	C.S. Sub- Prof. or its equivalent		OEO, MacArthur, Leyte
Election Assistant II	EA2-85-1998	9	Php17,473.00	Bachelor's Degree	None required	None required	C.S. Sub- Prof. or its equivalent		OPES, Tacloban City, Leyte

OEO- Office of the Election Officer
 OPES-Office of the Provincial Election Supervisor

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below:

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 present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

Atty. Jose Nick A. Mendros/Commission on Elections
 Director IV
 128 Paterno St., Tacloban City
comelec_region8@yahoo.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



Republic of the Philippines
DEPARTMENT OF EDUCATION
SCHOOLS DIVISION OF TACLOBAN CITY
Real St., Tacloban City



Request for Publication of Vacant Positions

TO: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of **(DepEd-SDO TACLOBAN CITY)** in the CSC website:

[Signature]
THELMA C. QUIZALIG, Ph.D., CESO V
Schools Division Superintendent
Date: **February 7, 2018**

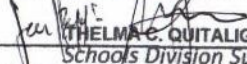
No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	School Pincipal II	SP2-540273-2010	20	47,037.00	Bachelors degree in BEED;or Bachelors degree w/18 professional edu. units +6 units of management	40 hrs of relevant Training	1 yrs as Principal	RA 1080 (Teacher) PMAT Passer		Insular
2	Head Teacher III	HTEACH3-541027-1998	16	31,765.00	Bachelors degree in BSED;or Bachelors degree w/18 professional edu. Units with appropriate field of specialization	24 hrs of relevant training	HT for 2 years; or Teacher for 5 yrs	RA 1080 (Teacher)		Elementary
3	Sped Teacher III	SPET3-540323-2015	16	31,765.00	Bachelor degree in Elem. Education (BEED) or its equivalent	8 hrs. Of relevant training	2 yrs of relevant experience	PBET/LET/Teachers RA 1080		Elementary
4	Administrative Assistant I	ADASI-540042-2014	7	15,254.00	Completion of 2 years studies in College or High School Graduate with Relevant vocational/trade course	None Required	None Required	Career Services (Sub-Prof.) First Level Eligibility		Insular
5	Head Teacher VI	HTEACH6-540002-2006	19	42,099.00	Bachelors degree in Sec. Education BSED;or Bachelors degree w/18 professional edu. Units with appropriate field of specialization	24 hrs of relevant training	HT for 5 years; or MT for 4 years	RA 1080 (Teacher)		MNHS

Head Teacher III	HTEACH3-540028-2008	13	24,224.00	BSED;or Bachelors degree w/18 professional edu. Units with appropriate field of specialization	24 hrs of relevant training	HT for 2 years; or Teacher for 5 yrs.	RA 1080 (Teacher)		SNHS
Master Teacher II	MTCHR2-540001-2000	19	42,099.00	Bachelors degree in sec. edu. BSED or its equivalent w/major and minor or Bachelor degree in Arts & Science with atleast 10 units in professional Education	8 hrs of relevant training	2 years of relevant experience	RA 1080 (Teacher)		TCNHS
Master Teacher I	MTCHR1-542873-1998	18	38,085.00		4 hrs of relevant training	1 year of relevant experience	RA 1080 (Teacher)		TCNHS
Master Teacher I	MTCHR1-540041-2013	18	38,085.00						CRMNHS
GUIDANCE COUNSELOR III	GUIDC3-540075-2005	13	24,224.00	Bachelors degree in Guidance & Counseling with 21 units in MA in Guidance	8 hrs of relevant Training	2 year of relevant Experience	RA1080 Licensed/Registered Guidance Counselor		LNHS
TEACHER III	TCH3-540101-2004	13	24,224.00	BEED or its equivalent	None Required	None Required	PBET/LET RA1080		LNHS
TEACHER III	TCH3-540291-2010	13	24,224.00	BSED or its equivalent	None Required	None Required	PBET/LET RA1080		LNHS
ADMINISTRATIVE AIDE IV	ADA4-540096-2004	04	12,674.00	Completion of 2 years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		LNHS
ADMINISTRATIVE AIDE III	ADA3-540085-2004	03	11,914.00	Completion of 2 years studies in college	None Required	None Required	Career Service (Subprofessional)		LNHS
ADMINISTRATIVE AIDE III	ADA3-540087-2004	03	11,914.00	Completion of 2 years studies in college	None Required	None Required	First Level Eligibility		LNHS
ADMINISTRATIVE AIDE III	ADA3-540088-2004	03	11,914.00	Completion of 2 years studies in college	None Required	None Required	Career Service (Subprofessional)		LNHS
ADMINISTRATIVE AIDE II	ADA2-540064-2004	02	11,200.00	High School or Elem. Grad.	None Required	None Required	None Required		LNHS
WATCHMAN I	WCHM1-540074-1998	02	11,200.00	High School or Elem. Grad.	None Required	None Required	None Required		LNHS
Head Teacher I	HTEACH1-540044-2009	14	26,494.00	Bachelor degree in sec.educ.	24 hrs of relevant training	TIC for 1 yr or teacher for 3 yrs.	RA 1080 (Teacher)		CRMNightHS

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 _____.

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 present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:


THELMA C. QUITALIG, Ph.D., CESO V
 Schools Division Superintendent

 DEPED, SDO-TACLOBAN CITY

 (E-mail Address)



APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



Republic of the Philippines
DEPARTMENT OF EDUCATION
SCHOOLS DIVISION OF TACLOBAN CITY
Real St., Tacloban City



Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of (DepEd-SDO TACLOBAN CITY) in the CSC website:

THELMA C. QUITALIG, Ph.D., CESO V

Schools Division Superintendent

Date: February 7, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignm
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	School Pincipal I	SP1-540032-2010	19	42,099.00	Bachelors degree in Sec. Educ. BSED;or Bachelors degree w/18 professional edu. Units with appropriate field of specialization	40 hrs of relevant Training	HT for 2 yrs; or TIC for 2 yrs; or TCHR for 5 yrs.	RA 1080 (Teacher) PMAT Passer		Secondary
2	Teacher III	TCH3-540291-2010	13	24,224.00	Bachelors degree in Sec. Educ. or its equivalent	None required	None required	PBET/LET/Teachers/ RA 1080		LNHS

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 _____

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 present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license, and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

THELMA C. QUITALIG, Ph.D., CESO V
Schools Division Superintendent

DEPED, SDO-TACLOBAN CITY

(E-mail Address)



APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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

Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Request for Publication of Vacant Positions



CIVIL SERVICE COMMISSION (CSC)

This is to request the publication in the CSC website of the following DILG Region 8 vacant positions:

Mariavel C. Sacendoncillo
MARIVEL C. SACENDONCILLO, Regional Director
(Head of Agency)

Date: **February 15, 2018**

Position Title	Plantilla Item No.	Salary/ Job/ Pay	Annual Salary	Qualification Standards					Place of Assignment
				Education	Training	Experien ce	Eligibility	Competency (if applicable)	
LG00 VI	OSEC-DILGB-LG006-58-1998	22	704,604.00	Bachelor's degree relevant to the job	Completion of Training Course for LGOOs	Four (4) years in position/s involving managem ent and supervisio n	CS Prof/Second level eligibility	CORE and LEADERSHIP Competencies* Functional: 1. Managing Knowledge & Information 2. Policy Research and Analysis 3. Influence 4. Program Management 5. Relationship Building 6. Effective Communication 7. Technical Proficiency	Northern Samar, Regional Office
	OSEC-DILGB-LG006-524-2017								
	OSEC-DILGB-LG006-523-2017								
	OSEC-DILGB-LG006-522-2017								
	OSEC-DILGB-LG006-521-2017								

Interested and qualified applicants (from within DILG only) should signify their interest in writing. Attach the following documents to the application letter and send to the

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 present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier their application to:

MARIVEL C. SACENDONCILLO

Regional Director

DILG Regional Office 8, Kanhuraw Hill, Tacloban City

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Republic of the Philippines
Mines and Geosciences Bureau Regional Office No. VIII
Request for Publication of Vacant Positions



To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Mines and Geosciences Bureau Regional Office No. VIII in the CSC website:

RAUL A. LAPUT
(Head of Agency)

Date: _____

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Chief Administrative Officer	MGBB-CADOF-17-2004	24	879,588	Masters Degree/RA 1080 holder relevant to the job	24 hrs. training in mgt. & supervision	4 years involving mgt. & supervision	Career Service Professional		MGB-Regional Office No. VIII
2	Engineer V	MGBB-ENG5-45-2014	24	879,588	BS in Mining Engineering	48 hours of relevant training	4 years of relevant experience; 5 years of supervisory experience	RA 1080 Mining Engineer		MGB-Regional Office No. VIII
3	Engineer III	MGBB-ENG3-90-1998	19	505,188	BS in Mining Engineering	8 hours of relevant training	2 years of relevant experience	RA 1080 Mining Engineer		MGB-Regional Office No. VIII
4	Engineer II	MGBB-ENG2-39-2014	16	381,180	BS in Mining Engineering	4 hours of relevant training	1 year of relevant experience	Mining Engineer RA 1080		MGB-Regional Office No. VIII
5	Mining Claims Examiner II	MGBB-MINC2-19-1998	14	317,928	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional		MGB-Regional Office No. VIII

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
6	Chief Science Research Specialist	MGBB-CSRS-5- 1998	24	879,588	Masteral Degree in Management or any Masteral degree relevant to the job	24 hours of training in management & supervision	4 yrs. in position involving management & supervision	Career Service Professional		MGB-Regional Office No. VIII
7	Supervising Science Research Specialist	MGBB-SVSRS-58- 1998	22	704,604	Bachelors Degree relevant to the job	16 hours relevant training	3 years relevant experience	Career Service Professional		MGB-Regional Office No. VIII
8	Supervising Geologist	MGBB-SVGEO-24- 2014	22	704,604	BS in Geology/ BS/AB Major in Geology	24 hours of relevant training	Four (4) years of relevant experience	Geologist RA 1080		MGB-Regional Office No. VIII
9	Senior Geologist	MGBB-SRGEO- 38-1998	18	457,020	BS Geology/BS/AB major in Geology	8 hours of relevant training	2 years of relevant experience	Geologist RA 1080		MGB-Regional Office No. VIII
10	Senior Geologist	MGBB-SRGEO- 39-1998	18	457,020	BS Geology/BS/AB major in Geology	8 hours of relevant training	2 years of relevant experience	Geologist RA 1080		MGB-Regional Office No. VIII
11	Geologist II	MGBB-GEOL2-42- 2014	15	348,120	BS in Geology/BS in Mining Engineering	4 hours of relevant training	One (1) year of relevant experience	RA 1080		MGB-Regional Office No. VIII
12	Cartographer II	MGBB-CGR2-60- 1998	8	195,384	Completion of two (2) years studies in college/ vocational/trade course	4 hours of relevant training	One (1) year of relevant experience	Career Service Sub-Professional		MGB-Regional Office No. VIII

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 15, 2018.

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 present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

RAUL A. LAPUT
OIC, Regional Director
Mines and Geosciences Bureau Regional Office No. VIII
Candahug, Palo, Leyte
region8@mgb.gov.ph


APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Republic of the Philippines
NATIONAL MARITIME POLYTECHNIC
Request for Publication of Vacant Positions



To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of National Maritime Polytechnic in the CSC website:


ROMULO V. BERNARDES, D.M., CESO V
(Head of Agency)
Date: January 26, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assi
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Training Specialist III	NMPB-TRNSP3-4-2015	18	38,085.00	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	CS Prof/2nd Level Eligibility		Cabalawan, Taclo
2	Training Specialist II	NMPB-TRNSP2-9-2013	15	29,010.00	Bachelor's degree relevant to the job	1 year of relevant experience	8 hours of relevant training	CS Prof/2nd Level Eligibility		Cabalawan, Taclo
3	Administrative Officer IV	NMPB-ADOF4-7-2004	15	29,010.00	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	CS Prof/2nd Level Eligibility		Cabalawan, Taclo

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 2

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 present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

ROMULO V. BERNARDES, D.M., CESO V
Executive Director III
Cabalawan, Tacloban City
nmp_oed@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Republic of the Philippines
LGU Calubian, Leyte
Request for Publication of Vacant Positions



To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of LGU Calubian in the CSC website:

HON. DOROTEO N. PALCONIT
(Head of Agency)

Date: January 17, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	2 ADMINISTRATIVE AIDE I		G-1	306.82/day	None Required	None Required	None Required	None Required		LGU Calubian
2										LGU Calubian
3										LGU Calubian

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 _____.

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 present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

Hon. Doroteo N. Palconit
Municipal Mayor
LGU Calubian, Leyte
calubianlgu1@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Republic of the Philippines
Municipality of Marabut
Request for Publication of Vacant Positions

RECEIVED
Feb 02, 2018 11:55Am
CIVIL SERVICE COMMISSION
LEYTE FIELD OFFICE

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of LGU MARABUT in the CSC website:

Elizabeth S. Ortillo
HON. ELIZABETH S. ORTILLO
(Head of Agency)

Date: _____

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Revenue Collection Clerk I	1091-51	5	105,927	2 yrs. Studies in College	None required	None required	CS Sub Prof. or its equivalent		Mun. Treas. Office Marabut Samar
2	MGDH I (Mun. Agriculturist)	8711-79	24	491,916	Bachelors Degree preferably in Agriculture	48 hrs. relevant training	3 years relevant experience	RA 1080		Mun. Agriculture Office Marabut Samar

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 March 1, 2018.

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 present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

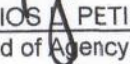
HON. ELIZABETH S. ORTILLO
Municipal Mayor
LGU MARABUT, Marabut Samar
elizabeth_ortillo@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Republic of the Philippines
Local Government Unit of Palo, Leyte
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of the Local Government Unit of Palo, Leyte in the CSC website:


REMEDIOS L. PETILLA
(Head of Agency)

RECEIVED
2/8/18
CIVIL SERVICE COMMISSION
LEYTE FIELD OFFICE I

Date: 2/6/2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Administrative Aide III (Clerk I)	056	SG-3	P9,110.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	Municipal Treasurer's Office
2	Midwife II	086	SG-11	P19,620.00	Completion of the Midwifery course	1 year of relevant experience	Four (4) hours of relevant training	RA 1080	Municipal Health Office/ Rural Health Unit
	X-X-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 March 1, 2018.

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 present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

REMEDIOS L. PETILLA

Municipal Mayor

LGU-Palo, Leyte

palolqu@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Pastrana

-000-

OFFICE OF THE MUNICIPAL MAYOR

January 22, 2018

ROWIN P. RIÑOS

Director III

Civil Service Commission Field Office-Leyte I
2nd Floor Leyte Academis Center, Palo, Leyte

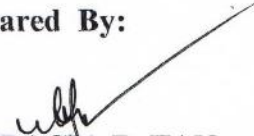


Dear Director Riños,

We would like to request for publication of vacant position in the CSC Bulletin of Vacant position in the government.

POSITION TITLE	ITEM NO.	SG	QUALIFICATION STANDARD			
			EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Municipal Government Department Head I(Municipal Accountant)	47	24	Bachelor's Degree in Commerce, Major in Accounting	3 years experience in treasury or accounting services	None required	RA 1080
Municipal Government Department Head I(Municipal Treasurer)	50	24	Bachelor's Degree in Commerce, Public Administration or law	3 years experience in treasury or accounting service	None required	First grade CS Eligibility or its equivalent
Municipal Agriculturist	73	24	Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology & Veterinary Medicine	3 yrs acquired related experience in Agriculture or in a related field	None required	Relevant RA 1080

Prepared By:


EUFRACIA B. TAN
SAO(HRMO IV)

APPROVED:


ALVIN T. OPINIANO, M.D.
Municipal Mayor

Republic of the Philippines
University of the Philippines Visayas - UPV Tacloban College
Request for Publication of Vacant Positions



CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of UPV Tacloban College in the CSC website:

VIRGILDO E. SABALO
(Head of Agency)

Date: 7-Feb-18

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
	Administrative Aide III (Driver I)	UPSB-ADA3-3502-2004	3-1	11,387/mo.	Must be able to read and write/ Elementary School Graduate	None required	None required	Relevant MC 10 s. 2013, Category III	N/A	University of the Philippines Visayas Tacloban College
	Administrative Aide III (Utility Worker II)	UPSB-ADA3-4506-2004	3-1	11,387/mo.	Must be able to read and write/ Elementary School Graduate	None required	None required	Relevant MC 10 s. 2013, Category III	N/A	University of the Philippines Visayas Tacloban College
	Administrative Aide I (Utility Worker I)	UPSB-ADA1-853-2004	1-1	9,981/mo.	Must be able to read and write	None required	None required	None Required	N/A	University of the Philippines Visayas Tacloban College

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 25, 2018**.

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 present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

VIRGILDO E. SABALO

Dean

U.P.V. Tacloban College

ehcatalla@up.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.