

# **BULLETIN OF VACANT POSITIONS**

**(Pursuant to R.A. 7041)**

**January 15, 2018**

**Date of Release**

**Published by:**

**Civil Service Commission  
Leyte Field Office I  
Palo, Leyte**

***2<sup>nd</sup> Floor Leyte Academic Center, Palo, Leyte***

# **Table of Contents**

## **A. NATIONAL GOVERNMENT AGENCIES**

1. Bureau of Jail Management and Penology ..... page 01
2. National Maritime Polytechnic .....page 17

## **B. LOCAL GOVERNMENT UNITS**

1. LGU- Basey, Samar ..... page 18
2. LGU- Leyte, Leyte ..... page 20
3. LGU- Marabut, Samar ..... page 23

**Date Released: January 15, 2018**

**Republic of the Philippines**  
**BUREAU OF JAIL MANAGEMENT AND PENOLOGY REGIONAL OFFICE VIII**  
**Request for Publication of Vacant Positions**



To: CIVIL SERVICE COMMISSION (CSC)

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

**J/SSUPT FELIXBERTO S JAGORIN JR, DSC**  
(Head of Agency)

Date:

05 January 2018

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	Senior Jail Officer IV	BJMP-SJO4- 2011- 4	SG-19	329,424.00	Bachelor's Degree	Public Safety Senior Supervisory Course or its equivalent	2 years	2nd Level (RA 1080/CSP/CSC PO1 July 5,1998 onwards/Penology Officer and other appropriate 2nd Level eligibility)	N/A	
2	Senior Jail Officer IV	BJMP-SJO4- 2011- 14	SG-19	329,424.00	Bachelor's Degree	Public Safety Senior Supervisory Course or its equivalent	2 years	2nd Level (RA 1080/CSP/CSC PO1 July 5,1998 onwards/Penology Officer and other appropriate 2nd Level eligibility)	N/A	
3	Senior Jail Officer IV	BJMP-SJO4- 2011- 21	SG-19	329,424.00	Bachelor's Degree	Public Safety Senior Supervisory Course or its equivalent	2 years	2nd Level (RA 1080/CSP/CSC PO1 July 5,1998 onwards/Penology Officer and other appropriate 2nd Level eligibility)	N/A	
4	Senior Jail Officer IV	BJMP-SJO4-2011-26	SG-19	329,424.00	Bachelor's Degree	Public Safety Senior Supervisory Course or its equivalent	2 years	2nd Level (RA 1080/CSP/CSC PO1 July 5,1998 onwards/Penology Officer and other appropriate 2nd Level eligibility)	N/A	
5	Senior Jail Officer IV	BJMP- SJO4-2011- 42	SG-19	329,424.00	Bachelor's Degree	Public Safety Senior Supervisory Course or its equivalent	2 years	2nd Level (RA 1080/CSP/CSC PO1 July 5,1998 onwards/Penology Officer and other appropriate 2nd Level eligibility)	N/A	
6	Senior Jail Officer IV	BJMP- SJO4-2011- 44	SG-19	329,424.00	Bachelor's Degree	Public Safety Senior Supervisory Course or its equivalent	2 years	2nd Level (RA 1080/CSP/CSC PO1 July 5,1998 onwards/Penology Officer and other appropriate 2nd Level eligibility)	N/A	
7	Senior Jail Officer IV	BJMP-SJO4-2011-45	SG-19	329,424.00	Bachelor's Degree	Public Safety Senior Supervisory Course or its equivalent	2 years	2nd Level (RA 1080/CSP/CSC PO1 July 5,1998 onwards/Penology Officer and other appropriate 2nd Level eligibility)	N/A	
8	Senior Jail Officer IV	BJMP-SJO4-2011-53	SG-19	329,424.00	Bachelor's Degree	Public Safety Senior Supervisory Course or its equivalent	2 years	2nd Level (RA 1080/CSP/CSC PO1 July 5,1998 onwards/Penology Officer and other appropriate 2nd Level eligibility)	N/A	
9	Senior Jail Officer IV	BJMP-SJO4-2011-56	SG-19	329,424.00	Bachelor's Degree	Public Safety Senior Supervisory Course or its equivalent	2 years	2nd Level (RA 1080/CSP/CSC PO1 July 5,1998 onwards/Penology Officer and other appropriate 2nd Level eligibility)	N/A	
10	Senior Jail Officer IV	BJMP-SJO4-2011-60	SG-19	329,424.00	Bachelor's Degree	Public Safety Senior Supervisory Course or its equivalent	2 years	2nd Level (RA 1080/CSP/CSC PO1 July 5,1998 onwards/Penology Officer and other appropriate 2nd Level eligibility)	N/A	
11	Senior Jail Officer IV	BJMP-SJO4-2011-64	SG-19	329,424.00	Bachelor's Degree	Public Safety Senior Supervisory Course or its equivalent	2 years	2nd Level (RA 1080/CSP/CSC PO1 July 5,1998 onwards/Penology Officer and other appropriate 2nd Level eligibility)	N/A	



































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 **15 January 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](http://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:

**J/SSUPT FELIXBERTO S JAGORIN JR,DSC**

Regional Director

Brgy. Guindapunan,Palo,Leyte

[rbjimp8@yahoo.com](mailto:rbjimp8@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



Republic of the Philippines  
**Department of Labor and Employment**  
**NATIONAL MARITIME POLYTECHNIC**



Certificate No. AJA00/2285

January 3, 2018



ROWIN P. RINOS  
 Director III  
 CSC Leyte Field Office I  
 Leyte Academic Center  
 Palo, Leyte

Dear Director Rinos,

May we respectfully request publication of a vacant position in the CSC Bulletin of Vacant Positions in the Government, to wit:

Position Title	SG	Item No.	Qualification Standards			
			Education	Experience	Training	Eligibility
Administrative Assistant III	9	ADAS3-8-2015	Completion of two (2) years in college	One (1) year of relevant experience	4 hours of relevant training	CS Sub-Prof/1 <sup>st</sup> Level Eligibility

Interested applicants may submit their application, with the following requirements, to the Human Resource Management Section, not later than January 25, 2018, to wit:

1. Application letter specifying the position applied for
2. Updated Personal Data Sheet
3. Copy of Transcript of Records (certified true copy by the school)
4. Copy of Certificate of Eligibility (certified true copy by the CSC)
5. Copy of Service Record and/or Certificate of Employment, and
6. Copy of Certificates of Trainings/Seminars Attended

Thank you.

Very truly yours,

FOR THE EXECUTIVE DIRECTOR:  
 ROMULO V. BERNARDES, D.M., CESO V

**GRACE MARIE T. AYASO**  
 Agency Officer-in-Charge

RVB/RYM/PFCML





Republic of the Philippines  
Province of Samar  
Municipality of Basey



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

**Request for Publication of Vacant Positions**

To: **CIVIL SERVICE COMMISSION (CSC)**

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

**ATTY. IGMEDIO JUNJI E. PONFERRADA**  
Municipal Mayor  
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	Mun. Gov. Dept. Head (Municipal Agriculturist I)	5593-77	24	695,688.00	Bachelor's degree relevant to the job.	Eight (8) hours of relevant training	Two (2) years of relevant experience	RA 1080		Mun. Agriculture Office

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](http://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.

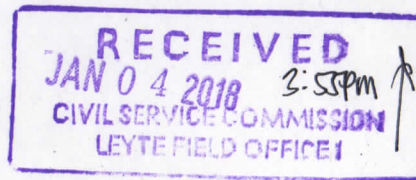
**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**ATTY. IGMEDIO JUNJI E. PONFERRADA**  
Municipal Mayor  
Local Government Unit - Basey, Samar  
[scorpjak@yahoo.com.ph](mailto:scorpjak@yahoo.com.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**



Republic of the Philippines  
Province of Samar  
Municipality of Basey



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

**Request for Publication of Vacant Positions**

**CIVIL SERVICE COMMISSION (CSC)**

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

*[Signature]*  
**ATTY. IGMEDIO JUNJI E. PONFERRADA**  
Municipal Mayor

Date: \_\_\_\_\_

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Budgeting Assistant	44-2007	SG8	175,848.00	Completion of Two (2) years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	CSC Sub-Prof.	Mun. Budget Office

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](http://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:

*[Signature]*  
**ATTY. IGMEDIO JUNJI E. PONFERRADA**  
Municipal Mayor

Local Government Unit - Basey, Samar

[scorpjak@yahoo.com.ph](mailto:scorpjak@yahoo.com.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**



Republic of the Philippines  
(Name of Agency)  
Request for Publication of Vacant Positions

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



ALVARO C. SUMAYAN, JR.  
MUNICIPAL ADMINISTRATOR

To: CIVIL SERVICE COMMISSION (CSC)

FOR THE MUNICIPAL MAYOR

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

FOR THE MUNICIPAL MAYOR

*Arnold James M. Ysidoro*  
ALVARO C. SUMAYAN, JR.  
MUNICIPAL ADMINISTRATOR

Arnold James M. Ysidoro  
(Head of Agency)

Date: \_\_\_\_\_

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	Administrative Aide IV (Bookbinder II)	MO-2017-1B-01	SG -4	9,116.00	Elementary School Graduate	None Required	None Required	None Required (MC 11,s96-Cat.III)		Office of the Mayor
2	Administrative Asst. I (Reproduction Machine Operator III)	MO-2017-1 B-02	SG -7	11,089.00	Elementary School Graduate	None Required	None Required	None Required (MC 11,s.96-Cat III)		Office of the Mayor
3	Administrative Asst. II (Labor General Foreman)	MO-2017-II B-01	SG -8	11,864.00	High School Graduate	4 hrs of relevant training	1 yr of relevant experience	None Required (MC 11,s.96-Cat III)		Office of the Mayor
4	Administrative Aide III (Utility Worker II)	MO-2017-II B-06	SG-3	8,540.00	Must be able to read and write	None Required	None Required	None Required (MC II,s.96-Cat.III)		Office of the Mayor
5	Administrative Aide III (Utility Worker II)	MO-2017-II B-07	SG-3	8,540.00	Must be able to read and write	None Required	None Required	None Required (MC II, s.96-Cat.III)		Office of the Mayor
6	Administrative Asst.III (Computer Operator II)	SB-2017-02	SG-9	12,740.00	Completion of two yrs studies in college or high school graduate with relevant vocational/	4 hrs of relevant training	1 yr of relevant experience	Career Service (Sub-professional) (MC 11,s.96-Cat I) First Level Eligibility		Office of the Sangg./ Bayan



					trade course					
7	Administrative Officer V (Records Officer III)	SBSEC-2017-01	SG-18	26,770.00	Bachelor's degree	8 hrs of relevant training	2 yrs of relevant experience	Career Service (Professional) Second Level Eligibility		Office of the SB Secretary
8	Administrative Asst. II (Plumber Foreman)	ME-2017-02	SG-8	11,864.00	High School graduate or completion of relevant vocational/trade course	4 hrs of relevant training	1 yr of relevant experience	Pipefitter or Plumber (MC 11,s.96-Cat.I)		Engineering Office
9	Pipefitter Foreman	ME-2017-03	SG-8	11,864.00	High School graduate or completion of relevant vocational/ trade course	4 hrs of relevant training	1 yr of relevant experience	Pipefitter or Plumber(MC 11, s.96-Cat I)		Engineering Office
10	Administrative Asst.III (Mechanics III)	ME-2017-04	SG-9	12,740.08	High School graduate or completion of relevant vocational/trade course	4 hrs of relevant training	1 yr of relevant experience	Mechanic (MC 11, s.96-Cat.I)		Engineering Officer
11	Administrative Aide VI (Electrician II)	ME-2017-05	SG-6	10,388.00	High School graduate or completion of relevant vocational/trade course	None Required	None Required	Electrician(Building Wiring) (-250 volts) MC II,s.96-Cat I)		Engineering Office
12	Administrative Aide VI (Electrician II)	ME-2017-06	SG-6	10,388.00	High School graduate or completion of relevant vocational/trade course	None Required	None Required	Electrician(Building wiring) (-250 volts) MC II,s.96-Cat.I)		Engineering Office
13	Administrative Asst.I (Reproduction Machine Operator III)	MACCO-2017-02	SG-7	11,089.00	Elementary School graduate	None Required	None Required	None Required (MC II,s.96-Cat.III)		MACCO
14	Chief Administrative Officer (HRMO V)	OHRM-2017-01	SG-24	48,312.00	Masteral Degree	120 hrs of training in management and supervision	4 yrs in position/ in- volving management and supervision	Career Service (Professional) Second Level Eligibility		HR Office



15	Administrative Officer II (HRMO I)	OHRM-2017-02	SG-11	14,715.00	Bachelor's degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	HR Office
16	Meat Inspector III	MA-2017-04	SG-11	14,715.00	Completion of two yrs studies in college	8 hrs of relevant training	2 yrs of relevant experience	Career Service (Sub-professional) First Level Eligibility	Municipal Agricul- turist Office
17	Cooperative Dev. Special II	MA-2017-05	SG-15	20,674.00	Bachelor's Degree	4 hrs of relevant training	1 yr. of relevant experience	Career Service (Professional) Second Level Eligibility	Municipal Agricul- turist Office
18	Administrative Asst. VI (Computer Operator III)	MPDC-2017-03	SG-12	16,040.00	Completion of two years studies in college or high School Graduate with relevant vocational/trade course	8 hrs. of relevant training	2 years of relevant	Career Service (Sub-professional) Data Encoder (MC II, s.96-Cat.I) First Level Eligibility	MPDC Office

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](http://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:

ARNOLD JAMES M. YSIDORO

Municipal Mayor

LGU- Leyte, Leyte

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

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**



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



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: January 3, 2018

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	6 Clerk II	Casual	4	374.90/d	2 yrs. Studies in College	None required	None required	None required		Marabut Samar
2	Utility Worker I	Casual	1	305.59/d	Elementary Graduate	None required	None required	None Required		Marabut Samar
3	Mun. Gov't. Dep't. Head I (Municipal Agriculturist)	8711-78	24	491,916	Bachelors Degree preferably in Agriculture	24 hours relevant Training	3 yrs. relevant experience	RA 1080		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 January 31, 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](http://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](mailto:elizabeth_ortillo@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.