

Republic of the Philippines
MUNICIPALITY OF MALITBOG
Province of 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 LGU-Malitbog, Southern Leyte in the CSC website:

CAMELO D. AROY

MDPS/HRMO-Designate

Date: November 7, 2018

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (Municipal Budget Officer)	19	SG-24	P54,974.00	Bachelor's degree preferably in Accounting, Economics, Public Administration or any related course	None required	3 years experience in government budgeting or in any related field	First grade or its equivalent	-	Municipal Budget Office
2	MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (Municipal Planning and Development Coordinator)	20	SG-24	54,974.00	Bachelor's degree preferably in Urban Planning, Development Studies, Economics, Public Administration or any related course	None required	3 years experience in government planning or in any related field	RA 1080	-	Office of the Municipal Planning & Dev't Coordinator
3	MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (Municipal Accountant)	33	SG-24	54,974.00	Bachelor's degree in Commerce / Business Administration major in Accounting	None required	3 years experience in the treasury or accounting service	RA 1080	-	Accounting & Internal 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 November 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 **last rating period** (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:

CAMELO D. AROY
MPDC/HRMO-Designate
LGU-Malitbog, Southern Leyte
camelocaroy@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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Electronic copy to be submitted to the CSC FO
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MDPC/HRMO-Designate

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					Education	Training	Experience	Eligibility		
4	ADMINISTRATIVE ASSISTANT II (Accounting Clerk III)	34	SG-8	P12,212.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	-	Accounting & Internal Office
5	ADMINISTRATIVE ASSISTANT II (Accounting Clerk III)	116	SG-8	12,212.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	-	Accounting & Internal Office
6	ADMINISTRATIVE AIDE VI (Clerk III)	30	SG-6	10,755.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	-	Accounting & Internal Office

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7	LOCAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICER II	161	SG-15	P21,758.00	Bachelor's degree	8 hours of training relevant to disaster management	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	-	LDRRM Division
8	POPULATION PROGRAM WORKER I	4	SG-5	10,111.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	-	Office of the Mayor

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