

Republic of the Philippines
LGU - San Miguel, Leyte
Request for Publication of Vacant Positions

Electronic copy to be submitted
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To: CIVIL SERVICE COMMISSION (CSC)

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

Cheeryl Enrica L. Esperas
CHEERYL ENRICA L. ESPERAS
Municipal Mayor
Date: October 01, 2018

No.	Position Title	Plantilla Item	Salary / Job/	Monthly Salary	Qualification Standards			Eligibility	Competency	Place Assigned
					Education	Training	Experience			
1	Municipal Government Department Head I (Municipal Treasurer)	44	24	54,974.00	A holder of a college degree preferably in Commerce, Public Administration or Law	None required	3 years experience in treasury or accounting services	First grade Civil Service eligible or its equivalent	NA	Office of the Municipal Accountant
2	Administrative Officer II (Management and Audit Analyst I)	41	11	15,134.00	Bachelors degree relevant to the job	None required	None required	CS Professional	NA	Office of the Municipal Accountant
3	Revenue Collection Clerk II (RCC II)	49	7	12,119.00	Completion of two years studies in college	None required	None required	CS Sub-Professional	NA	Office of the Municipal Accountant
4	Local DRRM Officer II	15-17	15	21,758.00	Bachelors Degree	4 hrs of relevant training	1 year of relevant experience on disaster risk reduction	CS Professional	NA	Office of the Municipal Accountant
5	Municipal Government Department Head I (Municipal Planning and Development Planning Coordinator)	37	24	54,974.00	Bachelors degree preferably in Urban Planning Development Studies, Economics, Public Administration or any related course	None required	3 years experience in development planning or any related field	R.A. 1080 (Environmental Planning)	NA	Office of the Municipal Accountant
6	Administrative Officer IV (Human Resource Management Officer II)	3-1	15	21,758.00	Bachelors Degree relevant to the job	4 hours relevant training	1 year relevant experience	Career Service Professional	NA	Human Resource Management
7	Administrative Officer III (Supply Officer I)	4-1	14	19,871.00	Bachelors Degree relevant to the job	4 hours relevant training	1 year relevant experience	Career Service Professional	NA	Supply Office
8	Waterworks Supervisor (Customer Service Section)	15-1	14	19,871.00	Bachelors Degree relevant to the job	4 hours relevant training	1 year relevant experience	Career Service Professional	NA	OSN
9	Municipal Government Department Head I (Municipal Health Officer)	67	24	73,299.00	Doctor of Medicine	None required	3 years experience as Medical Practitioner	RA 1080	NA	Municipal 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;
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:

CHEERYL ENRICA L. ESPERAS
Municipal Mayor
(Position Title)
Real Street, Brgy. Liblong, San Miguel, Leyte

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.