

Republic of the Philippines
MGO ABUYOG, 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 ABUYOG, LEYTE in the CSC website:

Maria Marly A. Tisado
MARIA MARLY A. TISADO

HRMO IV

Date: February 8, 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	Social Welfare Officer III	205	18/1	42,505.00	Bachelor's Degree in Social Work	Forty-five (45) hours of relevant Social Welfare and Development (SWD) training	Two (2) years of relevant experience	RA 1080 (Registered Social Worker)	N/A	Municipal Social Welfare and Development
2	Agriculturist II	217	15/1	32,957.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	1 year of relevant experience	Four (4) hours of relevant training	Relevant RA 1080	N/A	Municipal Agriculture's Office
3	Revenue Collection Clerk II	156	7/1	16,758.00	Completion of two years studies in college	None required	None Required	Career Service (Sub-Professional) First Level Eligibility	N/A	Municipal Treasurer's Office
4	Administrative Aide VI (Accounting Clerk II)	168	6/1	15,798.00	Completion of two years studies in college	None required	None Required	Career Service (Sub-Professional) First Level Eligibility	N/A	Municipal Accountant's Office
5	Administrative Aide VI (Clerk III)	152	6/1	15,798.00	Completion of two years studies in college	None required	None Required	Career Service (Sub-Professional) First Level Eligibility	N/A	Municipal Treasurer's Office
6	Revenue Collection Clerk I	158	5/1	14,889.00	Completion of two years studies in college	None required	None Required	Career Service (Sub-Professional) First Level Eligibility	N/A	Municipal Treasurer's Office
7	Revenue Collection Clerk I	161	5/1	14,889.00	Completion of two years studies in college	None required	None Required	Career Service (Sub-Professional) First Level Eligibility	N/A	Municipal Treasurer's Office
8	Administrative Aide III (Clerk I)	173	3/1	13,210.00	Completion of two years studies in college	None required	None Required	Career Service (Sub-Professional) First Level Eligibility	N/A	Municipal Accountant's Office

9	Administrative Aide III (Utility Worker II)	306	3/1	13,210.00	Must be able to read and write	None required	None required	None required (MC 11, s. 96-Cat .III)	N/A	Municipal Disaster Risk Reduction Management Office
10	Administrative Aide I (Utility Worker I)	282	1/1	11,700.00	Must be able to read and write	None required	None required	None required (MC 11, s. 96-Cat .III)	N/A	Municipal General Services Office
11	Administrative Aide I (Laborer I)	286	1/1	11,700.00	Must be able to read and write	None required	None required	None required (MC 11, s. 96-Cat .III)	N/A	Municipal General Services 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 February 23, 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 highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, 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:

HON. LEMUEL GIN K. TRAYA

Municipal Mayor

LGU-Abuyog

bplohrmo@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.