


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 CSG website.

  
**FRANCISCO C. BAUYA**  
HRMO  
Date: November 3, 2022

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards						
					Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment	
1	Local Disaster Risk Reduction and Management Officer II	3	15	31,587.00	Bachelor's Degree	4 hours of relevant training on DRRM	1 year of relevant experience on DRRM	Career Service Professional / 2nd Level Eligibility	N/A	Municipal Disaster Risk Reduction Management Office	
2	Administrative Aide VI (Labor Foreman)	8	6	15,189.00	High School Graduate	None required	None required	None required (MC 11, s. 96-Cat.III)	N/A	Office of the Municipal Mayor	
3	Watchman I	74	2	11,975.00	Elementary School Graduate	None Required	None Required	None Required (MC 11, s. 96-Cat.III)	N/A	Abuyog Community Collage	

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 18, 2022.

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 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:

**FRANCISCO C. BAUYA**

Supervising Admin. Officer (HRMO IV)

LGU-Abuyog

[abuyog\\_mayorsoffice@yahoo.com](mailto:abuyog_mayorsoffice@yahoo.com)

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