

Republic of the Philippines
MGO ALANGALANG, 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 filed, at the MGO ALANGALANG, LEYTE in the CSC website:

Date: 10/11/2022

CIPRIANO REX A. CARABALLA III
OIC-HRMO

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	Mun. Gov't. Dept. Head I (Municipal Budget Officer)	67	24	P75,149.00	Bachelor's Degree preferably in Accounting, Economic, Public Administration or any related course	None	3 years experience in Budgeting or any related field	First Grade or its equivalent	N/A	Municipal Budget Office	
2	Mun. Gov't. Dept. Head I (General Services Officer)	2003-34	24	P75,149.00	Bachelor's Degree	4 hours training required in management and supervision	3 years in relevant experience involving management and supervision	Career Service Professional (Second Level Eligibility)	N/A	General Services Office	
3	Administrative Aide III (Clerk I)	2003-26	3	P12,476.00	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Relevant MC 11 s. 1996 Career Service (Sub-Professional/First Level Eligibility)	N/A	Municipal Budget Office	
4	Construction & Maintenance General Foreman	74	11	P22,950.00	High School Graduate	8 hours of relevant training	2 years of relevant experience	None required (MC 11, s. 96 - Cat. III)	N/A	Municipal Engineer's 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 **October 28, 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;
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 counter/email their application to:

CIPRIANO REX A. CARABALLA III
OIC-HRMO
Real Street, Alangalang, Leyte
officehrmo2020@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.