

Republic of the Philippines
MUNICIPALITY OF BABATNGON
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 MUNICIPALITY OF BABATNGON in the CSC website:


ATTY. LITO E. ODON

Date: October 22, 2021

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	Municipal Agriculturist	39	24	65,057.00	Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology, and Veterinary Medicine .	none required	3 years experience in Agriculture and practice of profession or in a related field	RA 1080		MAO
2	Municipal Assesor	30	24	65,057.00	Bachelor's Degree in Civil or Mechanical Engineering, Commerce or any related course	none required	3 years experience in Real property Assesment work or in a related field	RA 1080 (Real Estate Service)		MASSO

3	Municipal Social Welfare & Dev't. Officer	46	24	65,057.00	Bachelor's Degree in Social Work Bachelor's Degree preferably in Sociology or any related course	none required	3 years experience in practice of Social Work or in a related field	RA 1080		MSWDO
4	Cooperative Devt. Specialist I	85	11	17,908.00	Bachelor's Degree relevant to the job	none required	none required	CSC Proof		MO
5	Municipal Accountant	68	24	65,057.00	Bachelor's Degree in Commerce/Business Administration Major in Accounting	4 hurs of relevant training	3 years experience in the Treasury or Accounting service	RA 1080 (CPA)		MACCO
6	Agricultural Technogist	41	10	15,904.00	Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology, and Veterinary Medicine .	none required	none required	RA1080		MAO
7	Agricultural Technogist	44	10	15,904.00	Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology, and Veterinary Medicine .	none required	none required	RA 1080		MAO
8	Computer Operator I	90	7	12,884.00	Completion of two years in college or High School Graduate with relevant vocational trade course	none required	none required	Carrer Service (Sub-Prof)Data Encoder (MC 11 s 96 Cat.I)		MO

9	Assistant Registration Officer	67	8	13,688.00	Completion of two years in college	4 hours relevant training	1 year relevant experience	Carrer Service (Sub-Prof)		MCR
10	Population Program Worker 1	6	5	11,456.00	Completion of two years in college	none required	none required	Carrer Service (Sub-Prof)		MO
11	Disbursing Officer II	83	8	13,688.00	Completion of two years in college	4 hours relevant training	1 year relevant experience	CSC Sub-Proof		MTO
12	Revenue Collection Clerk II	29	7	12,884.00	Completion of two years in college	none required	none required	CSC Sub-Proof		MTO
13	Clerk II	7	4	10,800.00	Completion of two years in college or High School Graduate with relevant vocational trade course	none required	none required	Carrer Service (Sub-Prof)		MO
14	Clerk III	3	6	12,150.00	Completion of two years in college	none required	none required	Carrer Service (Sub-Prof)		MO
15	Budgetting Assistant	33	8	13,688.00	Completion of two years in college	4 hours relevant training	1 year relevant experience	Carrer Service (Sub-Prof)		MBO

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, 2021

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:

ATTY. LITO E. ODON

HRMOV

Municipal Buiding,
Brgy. Dist. 1, Babatngon, Leyte

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Generate Sheet2

