

Republic of the Philippines  
**MGO BARUGO, 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 BARUGO, LEYTE in the CSC website:

  
JUANA JENNAH T. DELA PEÑA  
HRMO

July 14, 2023

Date:

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Eligibility	Competency (if applicable)	Place of Assignment
					Education	Training	Experience	None Required			
1	Medical Technologist II	2022-005	15	27484	Bachelor's Degree in Medical Technology or Bachelor's of Science in Public Health	4 Hours of relevant training	1 year of relevant experience	None Required	RA 1080	N/A	Municipal Health Office (Infirmary)
2	Nursing Attendant I	2022-012	4	11690	Elementary School Graduate	None Required	None Required	None Required	None Required (MC 11, S. 96-Cat. III)	N/A	Municipal Health Office (Infirmary)
3	Administrative Aide III (Driver I)	2022-016	3	11009	Elementary School Graduate	None Required	None Required	None Required	Driver License (MC 11, S. 96-Cat. III)	N/A	Municipal Health Office (Infirmary)
4	Administrative Aide I (Utility Worker I-B)	2022-018	1	9750	Must know how to read and write	None Required	None Required	None Required	None Required (MC 11, S. 96-Cat. III)	N/A	Municipal Health Office (Infirmary)
5	Administrative Aide I (Utility Worker I-B)	2022-019	1	9750	Must know how to read and write	None Required	None Required	None Required	None Required (MC 11, S. 96-Cat. III)	N/A	Municipal Health Office (Infirmary)
6	Local Treasury Operations Officer II	2022-025	15	27484	Bachelor's Degree	4 Hours of relevant training	1 years of relevant experience	None Required	Career Service (Professional) Second Level Eligibility	N/A	Municipal Treasurer's Office
7	Revenue Collection Clerk III	1992-014	9	15908	Completion of Two Years Studies in College	4 Hours of relevant training	1 year of relevant experience	None Required	Career Service (Sub-Professional) First Level Eligibility	N/A	Municipal Treasurer's Office
8	Administrative Aide IV (Clerk II)	2010-030	4	11690	Completion of Two Years Studies in College	None Required	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility	N/A	Municipal Treasurer's Office
9	Construction and Maintenance General Foreman	2022-029	11	20250	High School Graduate	8 Hours of relevant training	2 years of relevant experience	None Required	None Required (MC 11, S. 96-Cat. III)	N/A	Municipal Engineering Office
10	Administrative Officer II (HRMO I)	2007-005	11	20250	Bachelor's Degree	None Required	None Required	None Required	Career Service (Professional) Second Level Eligibility	N/A	Office of the Mayor

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 July 29, 2023.

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 member of 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:

JUANA JENNAH T. DELA PEÑA  
Municipal Budget Office/ HRMO Designate  
Municipal Hall, Poblacion District, Burgos Street, Barugo, Leyte  
[ju.barugo@hrmo.com](mailto:ju.barugo@hrmo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.