

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


KATHLEEN M. SETOSTA
HRMO

Date: 01/04/2022

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 Government Deptment Head I (Municipal Environment and Natural Resources)	139	24	78068	Bachelor's degree in Environment, Forestry, Agriculture or any related courses	None Required	3 years experience in environmental and natural resources management conservation and utilization	Career Service Professional/ Second Level Eligibility	NA	LGU- Burauen
2	Municipal Government Deptment Head I (Municipal Disaster Risk Reduction Management Officer)	2-a	24	78068	Bachelor's degree	24 hours training in management and supervision on DRRM	4 years in position involving management and supervision, 1 year of which is relevant to DRRM	Career Service Professional/ Second Level Eligibility	NA	LGU- Burauen
3	Municipal Government Department Head I (General Services Officer)	138	24	78068	Bachelor's degree in Public Administration, Business Administration and Management	None Required	3 years experience in general services including management of supply, property, solid waste disposal, and general sanitation	Career Service Professional/ Second Level Eligibility	NA	LGU- Burauen
4	Attorney IV	1-a	23	69216	Bachelor of Laws or Juris Doctor	8 hours of relevant training	2 years of relevant experience	RA 1080, as amended (Attorney)	NA	LGU- Burauen
5	Licensing Officer I	6-b	11	21489	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional/ Second Level Eligibility	NA	LGU- Burauen
6	Local Treasury Operations Officer III	42-a	18	39313	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional/ Second Level Eligibility	NA	LGU- Burauen
7	Farm Superintendent III	98-a	18	39313	Bachelor's degree relevant to the job	4 hours of relevant training	2 years of relevant experience	Career Service Professional/ Second Level Eligibility	NA	LGU- Burauen
8	Cooperatives Development Specialist I	101-b	11	21489	Bachelor's degree relevant to the job	None required	None required	Career Service Professional/ Second Level Eligibility	NA	LGU- Burauen

9	Agricultural Technologist	101-a	10	19085	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None Required	None required	Relevant RA 1080, as amended (Agriculturist, Agricultural Engineer, Fisheries Technologist and Veterinarian depending on functions duties and responsibilities as indicated in the Position Description Form)	NA	LGU- Burauen
10	Medical Technologist II	79-a	15	30218	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	4 hours of relevant training	1 year of relevant experience	RA 1080, as amended (Medical Technologist)	NA	LGU- Burauen
11	Tourism Operations Officer I	6-b	11	21489	Bachelor's degree in Tourism, Business, Law, Economics, Marketing, Public Administration or other related fields	None Required	None required	Career Service Professional/ Second Level Eligibility	NA	LGU- Burauen
12	Local Assessment Operations Officer II	56-a	15	30218	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional/ Second Level Eligibility	NA	LGU- Burauen
13	Social Welfare Officer I	27-a	11	21489	Bachelor's degree in Social Work	None Required	None Required	RA 1080 as amended (Social Worker)	NA	LGU- Burauen
14	Population Program Worker II	97-a	7	15461	Completion of two years studies in College	None Required	None Required	Career Service Subprofessional/ First Level Eligibility	NA	LGU- Burauen
15	Statistician I	26-a	11	21489	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional/ Second Level Eligibility	NA	LGU- Burauen
16	Administrative Assistant II	41-a	8	16426	Completion of 2 years in College	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional/ First Level Eligibility	NA	LGU- Burauen
17	Administrative Aide IV	41-b	4	12960	Completion of 2 years in Studies	None required	None required	Career Service Subprofessional/ First Level Eligibility	NA	LGU- Burauen

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 January 22, 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.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

KATHLEEN M. SETOSTA

Administrative Officer IV

LGU- Burauen Sto. Niño St Burauen Leyte

kathleensetosta21@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.