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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 filed, at the MGO BURAUEN, LEYTE in the CSC website:

KATHLEEN M. SETOSTA-ALBESA

HRMO

Date:

April 1, 2024

No.	Position Title (Parentetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards						Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility	None Required	None Required		
1	Administrative Officer V (Human Resource Management Officer III)	186	18	42053	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	None Required	None Required	NA	LGU- Bureau (Office of the Mayor)
2	Engineer III	158	19	46221	Bachelor's Degree in Engineering relevant to the job	8 hours of relevant training	2 years of relevant experience	RA 1080	None Required	None Required	NA	LGU- Bureau (Engineering Office)
3	Engineer II	111-a	16	35705	Bachelor's Degree in Engineering relevant to the job	4 hours of relevant training	1 year of relevant experience	RA 1080	None Required	None Required	NA	LGU- Bureau (Engineering Office)
4	Draftsman I	180	6	15798	Completion of two years studies in College or High	None Required	None Required	(MC 11 s. 96-Cat. I) First Level Eligibility	None Required	None Required	NA	LGU- Bureau (Engineering Office)
5	Environmental Management Specialist I	148	11	24300	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	None Required	None Required	NA	LGU- Bureau (MENRO)
6	Administrative Aide I (Utility Worker I)	149	1	11700	Must be able to read and write	None Required	None Required	None Required	None Required	None Required	NA	LGU- Bureau (MENRO)

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 April 16, 2024.

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 positions without discrimination regardless age, gender, civil status, person of disability (PWD), 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:

KATHLEEN M. SETOSTA-ALBESA

HRMO II

Sio. Niño St. Burauen, Leyte

le.jai.buruan@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.