


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

  
THELMA Q. LAGERA  
HRMO

Date: January 3, 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	Internal Auditor III	I-3	18	32,761.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years relevant experience	Career Service (Professional) Second Level Eligibility	N/A	LGU-Capoocan, Leyte
2	Zoning Inspector I	V-4	6	12,150.00	Completion of two-year studies in college	none required	none required	Career Service (Sub-professional)/First Level Eligibility	N/A	LGU-Capoocan, Leyte
3	Revenue Collection Clerk III	VIII-6	9	14,695.00	Completion of two years studies in college	4 hours of relevant training	1 year relevant experience	Career Service (Sub-professional)/First Level Eligibility	N/A	LGU-Capoocan, Leyte
4	Revenue Collection Clerk II	VIII-9	7	12,884.00	Completion of two years studies in college	none required	none required	Career Service (Sub-Professional) Appropriate eligibility for first level position	N/A	LGU-Capoocan, Leyte
5	Administrative Aide I	VIII-9, XV-2, XVIII-5	1	9,026.00	Must be able to read and write	none required	none required	none required	N/A	LGU-Capoocan, Leyte
6	Administrative Aide II	X-6	2	9,593.00	Must be able to read and write	none required	none required	none required	N/A	LGU-Capoocan, Leyte

7	Medical Technologist II	XI-4	15	25,181.00	Bachelor's degree in Medical Technology	4 hours of relevant training	1 year relevant experience	RA 1080	N/A	LGU-Capoocan, Leyte
8	Midwife I	XI-11	9	14,695.00	Completion of Midwifery Course	none required	none required	RA 1080	N/A	LGU-Capoocan, Leyte
9	Social Welfare Officer II	XII-2	15	25,181.00	Bachelor's degree in Social Work	4 hours of relevant training	4 hours of relevant experience	R.A. 1080 (Social Worker)	N/A	LGU-Capoocan, Leyte
10	Veterenarian I	XIV-2	13	21,207.00	Doctor of Veterinary Medicine	none required	none required	RA 1080	N/A	LGU-Capoocan, Leyte
11	Aquacultural Technician I	XIV-8	6	12,150.00	Completion of two years studies in college/vocational/trade courses	none required	none required	Career Service (Sub-professional)/First Level Eligibility	N/A	LGU-Capoocan, Leyte
12	Agricultural Technologist	XIV-4	10	15,904.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fishery Technology and Veterinary Medicine	none required	none required	Relevant 1080	N/A	LGU-Capoocan, Leyte
13	Sr. Environmental Management Specialist	XX-1	18	32,761.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years relevant experience	Career Service (Professional) Second Level Eligibility	N/A	LGU-Capoocan, Leyte

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 20, 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](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.

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

**THELMA Q. LAGERA**

HRMO IV

Poblacion Zone 1, Capoocan, Leyte

[tqlagera@yahoo.com.ph](mailto:tqlagera@yahoo.com.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

