


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


IRENE C. ALMENARIO
HRMO - DESIGNATE

Date: November 28, 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	Computer Operator IV	137	14	P 22,204.00	Completion of two years studies in College or High School Graduate with relevant vocational/trade course	16 hours of relevant training	3 years of relevant experience	Career Service (Subprofessional) Data Encoder (MC 11, s. 96 - Cat.1) First Level Eligibility		LGU-Dagami Dagami Leyte
2	Senior Tourism Operations Officer	133	18	P 36,162.00	Bachelor's degree in Tourism, Business, Law, Economics, Marketing, Public Administration or other related fields	8 hours of relevant training on tourism or DOT specific and mandatory trainings such as but not limited to the following: * Tourism Awareness and Capability Building Seminar fo LGUs * Seminar on Disaster Risk Reduction and Management * Basic Tourism Statistics Training (BTST) * Local Tourism Guidebook Orientation, and; * Seminar on Gender and Development Orientation	2 years of work experience and involvement in the tourism industry either in the private sector or the government	Career Service (Professional) Second Level Eligibility		LGU-Dagami Dagami 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 December 13, 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.
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 members 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:



IRENE C. ALMENARIO

HRMO - DESIGNATE

LGU - Dagami Leyte

hrmo.lgudagami@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.