

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

EUTIQUIO C. GLOBIO, JR.

Municipal Government Department Head I (HRMO)

Date: **March 25, 2024**

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 Department Head I (Municipal Treasurer)	5.1	24	72,062.00	Bachelor's degree preferably in Commerce, Public Administration or Law	None	3 years experience in treasury or accounting service	First Grade or its equivalent	n/a	Office of the Municipal Treasurer	
2	Senior Agriculturist	12.22	18	37,380.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	8 hours of relevant training	2 years of relevant experience	Relevant RA 1080	n/a	Office of the Municipal Agriculturist	
3	Administrative Officer II (Management and Audit Analyst I)	5.15	11	21,600.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	n/a	Office of the Municipal Accountant	
4	Administrative Assistant I (Bookbinder III)	8.15	7	14,896.00	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013, Cat. III)	n/a	Office of the Municipal Accountant	
5	Administrative Aide III (Utility Worker II)	5.21	3	11,742.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013, Cat. III)	n/a	Office of the Municipal Treasurer	
6	Administrative Aide III (Utility Worker II)	8.6	3	11,742.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013, Cat. III)	n/a	Office of the Municipal Accountant	
7	Administrative Aide III (Utility Worker II)	8.14	3	11,742.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013, Cat. III)	n/a	Office of the Municipal Accountant	

8	Administrative Aide III (Utility Worker II)	1.109	3	11,742.00	Must be able to read and write	None required	None required	None required	None required (MC 10, s. 2013, Cat. III)	n/a	Office of the Municipal Mayor (Economic Enterprise Development and Management)
9	Administrative Aide III (Utility Worker II)	1.110	3	11,742.00	Must be able to read and write	None required	None required	None required	None required (MC 10, s. 2013, Cat. III)	n/a	Office of the Municipal Mayor (Economic Enterprise Development and Management)
10	Administrative Aide III (Utility Worker II)	1.111	3	11,742.00	Must be able to read and write	None required	None required	None required	None required (MC 10, s. 2013, Cat. III)	n/a	Office of the Municipal Mayor (Economic Enterprise Development and Management)
11	Administrative Aide III (Utility Worker II)	1.112	3	11,742.00	Must be able to read and write	None required	None required	None required	None required (MC 10, s. 2013, Cat. III)	n/a	Office of the Municipal Mayor (Economic Enterprise Development and Management)
12	Administrative Aide III (Utility Worker II)	1.113	3	11,742.00	Must be able to read and write	None required	None required	None required	None required (MC 10, s. 2013, Cat. III)	n/a	Office of the Municipal Mayor (Economic Enterprise Development and Management)
13	Administrative Aide III (Utility Worker II)	1.114	3	11,742.00	Must be able to read and write	None required	None required	None required	None required (MC 10, s. 2013, Cat. III)	n/a	Office of the Municipal Mayor (Economic Enterprise Development and Management)
14	Administrative Aide III (Utility Worker II)	1.115	3	11,742.00	Must be able to read and write	None required	None required	None required	None required (MC 10, s. 2013, Cat. III)	n/a	Office of the Municipal Mayor (Economic Enterprise Development and Management)
15	Administrative Aide III (Utility Worker II)	1.116	3	11,742.00	Must be able to read and write	None required	None required	None required	None required (MC 10, s. 2013, Cat. III)	n/a	Office of the Municipal Mayor (Economic Enterprise Development and Management)
16	Administrative Aide III (Utility Worker II)	1.117	3	11,742.00	Must be able to read and write	None required	None required	None required	None required (MC 10, s. 2013, Cat. III)	n/a	Office of the Municipal Mayor (Economic Enterprise Development and Management)
17	Administrative Aide III (Utility Worker II)	1.118	3	11,742.00	Must be able to read and write	None required	None required	None required	None required (MC 10, s. 2013, Cat. III)	n/a	Office of the Municipal Mayor (Economic Enterprise Development and Management)
18	Administrative Aide III (Utility Worker II)	1.119	3	11,742.00	Must be able to read and write	None required	None required	None required	None required (MC 10, s. 2013, Cat. III)	n/a	Office of the Municipal Mayor (Economic Enterprise Development and Management)
19	Administrative Aide III (Utility Worker II)	1.120	3	11,742.00	Must be able to read and write	None required	None required	None required	None required (MC 10, s. 2013, Cat. III)	n/a	Office of the Municipal Mayor (Economic Enterprise Development and Management)

20	Administrative Aide III (Utility Worker I)	1.121	3	11,742.00	Must be able to read and write	None required	None required	None required	None required (MC 10, s. 2013, Cat. III)	n/a	Office of the Municipal Mayor (Economic Enterprise Development and Management)
21	Administrative Aide III (Utility Worker I)	1.122	3	11,742.00	Must be able to read and write	None required	None required	None required	None required (MC 10, s. 2013, Cat. III)	n/a	Office of the Municipal Mayor (Economic Enterprise Development and Management)
22	Administrative Aide III (Utility Worker I)	1.123	3	11,742.00	Must be able to read and write	None required	None required	None required	None required (MC 10, s. 2013, Cat. III)	n/a	Office of the Municipal Mayor (Economic Enterprise Development and Management)
23	Administrative Aide III (Utility Worker I)	1.124	3	11,742.00	Must be able to read and write	None required	None required	None required	None required (MC 10, s. 2013, Cat. III)	n/a	Office of the Municipal Mayor (Economic Enterprise Development and Management)
24	Administrative Aide III (Utility Worker I)	1.125	3	11,742.00	Must be able to read and write	None required	None required	None required	None required (MC 10, s. 2013, Cat. III)	n/a	Office of the Municipal Mayor (Economic Enterprise Development and Management)
25	Administrative Aide III (Utility Worker I)	1.126	3	11,742.00	Must be able to read and write	None required	None required	None required	None required (MC 10, s. 2013, Cat. III)	n/a	Office of the Municipal Mayor (Economic Enterprise Development and Management)
26	Administrative Aide III (Utility Worker I)	1.127	3	11,742.00	Must be able to read and write	None required	None required	None required	None required (MC 10, s. 2013, Cat. III)	n/a	Office of the Municipal Mayor (Economic Enterprise Development and Management)
27	Administrative Aide III (Utility Worker I)	1.128	3	11,742.00	Must be able to read and write	None required	None required	None required	None required (MC 10, s. 2013, Cat. III)	n/a	Office of the Municipal Mayor (Economic Enterprise Development and Management)
28	Administrative Aide III (Utility Worker I)	1.106	3	11,742.00	Must be able to read and write	None required	None required	None required	None required (MC 10, s. 2013, Cat. III)	n/a	Office of the Municipal Human Resource Management Officer
29	Administrative Aide III (Utility Worker I)	11.29	3	11,742.00	Must be able to read and write	None required	None required	None required	None required (MC 10, s. 2013, Cat. III)	n/a	Office of the Municipal Health Officer (Infirmary)
30	Administrative Aide III (Utility Worker I)	11.30	3	11,742.00	Must be able to read and write	None required	None required	None required	None required (MC 10, s. 2013, Cat. III)	n/a	Office of the Municipal Health Officer (Infirmary)
31	Administrative Aide III (Utility Worker I)	11.31	3	11,742.00	Must be able to read and write	None required	None required	None required	None required (MC 10, s. 2013, Cat. III)	n/a	Office of the Municipal Health Officer (Infirmary)
32	Administrative Aide III (Utility Worker I)	12.29	3	11,742.00	Must be able to read and write	None required	None required	None required	None required (MC 10, s. 2013, Cat. III)	n/a	Office of the Municipal Agriculturist
33	Administrative Aide III (Utility Worker I)	12.30	3	11,742.00	Must be able to read and write	None required	None required	None required	None required (MC 10, s. 2013, Cat. III)	n/a	Office of the Municipal Agriculturist

34	Administrative Aide III (Utility Worker I)	12.31	3	11,742.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013, Cat. III)	n/a	Office of the Municipal Agriculturist
35	Administrative Aide III (Utility Worker I)	12.32	3	11,742.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013, Cat. III)	n/a	Office of the Municipal Agriculturist
36	Administrative Aide III (Utility Worker I)	12.33	3	11,742.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013, Cat. III)	n/a	Office of the Municipal Agriculturist

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 9, 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. As provided for in the Local Government Code of 1991, qualified applicants who are residents of Dulag, Leyte shall be given priority, must be a Filipino citizen and of good moral character.
6. 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 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:

ATTY. MILDRED JOY QUE, CPA

Municipal Mayor

2/F, Municipal Hall, Dulag, Leyte

mique.dulagjgu@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.