


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

  
**JANE FRANCIS V. LOBEDICA**  
HRMO IV

Date: March 02, 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	Administrative Aide I (Utility Worker I(B))	184	1	10,229.00	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)	Level 1 - Basic CORE 1: Analytical Thinking: CORE 2: Managing Resources CORE 3: Flexible Thinking: Organizational 1: Drafting Skills Organizational 2: Client Focus:	Office of the Municipal Mayor
2	Agricultural Technologist	102	10	18,024.00	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	Level 2 - Intermediate CORE 1: Analytical Thinking: CORE 2: Managing Resources CORE 3: Flexible Thinking: Organizational 1: Organizational Knowledge Organizational 2: Organizational Alignment	Office of the Municipal Agriculturist

3	Administrative Aide II (Bookbinder I)	203	2	10,872.00	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)	Level 1 - Basic CORE 1: Analytical Thinking: CORE 2: Managing Resources CORE 3: Flexible Thinking: Organizational 1: Drafting Skills Organizational 2: Client Focus:	Office of the SB Secretary
4	Day Care Worker II	109	8	15,513.00	High School Graduate	4 hours of relevant training	1 year of relevant experience	None required (MC 11, s. 96 - Cat. III)	Level 1 - Basic CORE 1: Analytical Thinking: CORE 2: Managing Resources CORE 3: Flexible Thinking: Organizational 1: Drafting Skills Organizational 2: Client Focus:	Municipal Social Welfare and Development Office
5	Administrative Aide I (Laborer I)	209	1	10,229.00	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)	Level 1 - Basic CORE 1: Analytical Thinking: CORE 2: Managing Resources CORE 3: Flexible Thinking: Organizational 1: Drafting Skills Organizational 2: Client Focus:	Office of the Municipal Engineer
6	Administrative Aide III (Laborer II)	210	3	11,536.00	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)	Level 1 - Basic CORE 1: Analytical Thinking: CORE 2: Managing Resources CORE 3: Flexible Thinking: Organizational 1: Drafting Skills Organizational 2: Client Focus:	Office of the Municipal Engineer

7	Administrative Assistant IV (Bookbinder IV)	207	10	18,024.00	Elementary School Graduate	8 hours of relevant training	2 years of relevant experience	None required (MC 11, s. 96 - Cat. III)	Level 1 - Basic CORE 1: Analytical Thinking: CORE 2: Managing Resources CORE 3: Flexible Thinking: Organizational 1: Drafting Skills Organizational 2: Client Focus:	Office of the Municipal Budget Officer
8	Administrative Aide II (Bookbinder I)	211	2	10,872.00	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)	Level 1 - Basic CORE 1: Analytical Thinking: CORE 2: Managing Resources CORE 3: Flexible Thinking: Organizational 1: Drafting Skills Organizational 2: Client Focus:	Office of the Local Civil Registrar
9	Administrative Assistant IV (Bookbinder IV)	212	10	18,024.00	Elementary School Graduate	8 hours of relevant training	2 years of relevant experience	None required (MC 11, s. 96 - Cat. III)	Level 1 - Basic CORE 1: Analytical Thinking: CORE 2: Managing Resources CORE 3: Flexible Thinking: Organizational 1: Drafting Skills Organizational 2: Client Focus:	Office of the Municipal Mayor
10	Administrative Aide IV (Clerk II)	202	4	12,240.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	Level 1 - Basic CORE 1: Analytical Thinking: CORE 2: Managing Resources CORE 3: Flexible Thinking: Organizational 1: Drafting Skills Organizational 2: Client Focus:	Office of the Municipal Mayor

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 March 17, 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.

The Local Government Unit of Hilongos encourages all interested and qualified applicants, including Persons with Disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender to apply.

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

**JANE FRANCIS V. LOBEDICA**

HRMO IV

R. V. Villaflores Street, Hilongos, Leyte

[hrlguhilongos@gmail.com](mailto:hrlguhilongos@gmail.com)

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