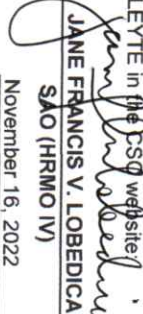


Republic of the Philippines
MGO HILONGOS, LEYTE
Request for Publication of Vacant Positions

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
SAO (HRMO IV)
Date: November 16, 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 | Local Treasury Operations Officer II | 213 | 15 | 29, 832.00 | Bachelor's Degree | 4 hours of relevant training | 1 year of relevant experience | Career Service (Professional) Second Level Eligibility | Level 2: Intermediate CORE 1: Analytical Thinking CORE 2: Managing Resources CORE 3: Flexible Thinking: Organizational 1: Organizational Knowledge Organizational 2: Organizational Alignment Organizational 3: Managing Information | Office of the Municipal Treasurer |
| 2 | Administrative Aide IV (Bookbinder II) | 214 | 4 | 12, 744.00 | 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: Dealing Skills Organizational 2: Client Focus: Organizational 3: Diplomatic Sensitivity | Office of the Municipal Treasurer |

| | | | | | | | | | | | |
|---|---|-----|---|------------|--------------------------------|---------------|---------------|---------------|---------------------------------------|--|--------------------------------------|
| 3 | Administrative Aide I (Utility Worker I (B)) | 215 | 1 | 10, 639.00 | Must be able to read and write | None required | 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: Organizational 3: Diplomatic Sensitivity | Office of the Municipal Treasurer |
| 4 | Administrative Aide I (Utility Worker I (B)) | 216 | 1 | 10, 639.00 | Must be able to read and write | None required | 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: Organizational 3: Diplomatic Sensitivity | Office of the Municipal Treasurer |
| 5 | Administrative Aide I (Utility Worker I (B)) | 217 | 1 | 10, 639.00 | Must be able to read and write | None required | 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: Organizational 3: Diplomatic Sensitivity | Office of the Municipal Treasurer |
| 6 | Administrative Aide I (Utility Worker I (B)) | 218 | 1 | 10, 639.00 | Must be able to read and write | None required | 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: Organizational 3: Diplomatic Sensitivity | Office of the Municipal Treasurer |

| | | | | | | | | | | | |
|----|--|-----|---|------------|--|---------------|---------------|---------------|--|---|---------------------------------------|
| 7 | Administrative Aide III (Utility Worker II (A)) | 219 | 3 | 12, 006.00 | Must be able to read and write | None required | 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: Organizational 3: Diplomatic Sensitivity | Office of the Municipal Agriculturist |
| 8 | Aquacultural Technician I | 220 | 6 | 14, 345.00 | Completion of two years studies in college | None required | 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: Organizational 3: Diplomatic Sensitivity | Office of the Municipal Agriculturist |
| 9 | Administrative Aide III (Driver I) | 221 | 3 | 12, 006.00 | Elementary School Graduate | None required | None required | None required | Driver License (MC 11, s. 96- Cat II) | Level 1 - Basic CORE 1: Analytical Thinking CORE 2: Managing Resources CORE 3: Flexible Thinking Organizational 1: Drafting Skills Organizational 2: Client Focus: Organizational 3: Diplomatic Sensitivity | Office of the Municipal Agriculturist |
| 10 | Administrative Assistant I (Bookbinder III) | 222 | 7 | 15, 214.00 | Elementary School Graduate | None required | 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: Organizational 3: Diplomatic Sensitivity | Office of the Municipal Assessor |

| | | | | | | | | | | | |
|----|---------------------------------------|-----|---|------------|---|---------------------------------|-------------------------------------|---------------|--|--|-------------------------------------|
| 11 | Administrative Aide II (Messenger) | 223 | 2 | 11, 309.00 | Elementary School Graduate | None required | 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: Organizational 3: Diplomatic Sensitivity | Office of the Municipal Assessor |
| 12 | Labor & Employment Assistant | 224 | 8 | 16, 148.00 | Completion of two years studies in college | 4 hours of relevant training | 1 year of relevant experience | 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: Organizational 3: Diplomatic Sensitivity | Public Employment Service Office |
| 13 | Administrative Aide VI (Clerk III) | 225 | 6 | 14, 345.00 | Completion of two years studies in college | None required | 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: Organizational 3: Diplomatic Sensitivity | Public Employment Service Office |
| 14 | Administrative Aide IV (Clerk II) | 226 | 4 | 12, 744.00 | Completion of two years studies in college | None required | 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: Organizational 3: Diplomatic Sensitivity | Public Employment Service Office |

| | | | | | | | | | | |
|----|---------------------------------------|-----|----|------------|----------------------------|--------------------------------------|--|--|---|---|
| 15 | Administrative Aide II (Bookbinder I) | 227 | 2 | 11, 309.00 | 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; Organizational 3: Diplomatic Sensitivity | Public Employment Service Office |
| 16 | Administrative Aide II (Messenger) | 228 | 2 | 11, 309.00 | 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; Organizational 3: Diplomatic Sensitivity | Office of the Municipal Mayor |
| 17 | LDRRM Officer III | 194 | 18 | 38, 423.00 | Bachelor's Degree | 8 hours of relevant training on DRRM | 2 years of relevant experience in DRRM | Career Service Professional/ 2nd Level Eligibility | Level 2 - Intermediate CORE 1: Analytical Thinking CORE 2: Managing Resources CORE 3: Flexible Thinking; Organizational 1: Organizational Knowledge Organizational 2: Organizational Alignment Organizational 3: Managing Information | Office of the Municipal Risk Reduction Management |

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 02, 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. The 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 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:

JANE FRANCIS V. LOBEDICA

SAO (HRMO IV)

R. V. Villaflores Street, Hilongos, Leyte

hrfvhlongos@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.