

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

MA. JACKELYN D. CERILLO
HRMO

Date: February 23, 2023

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 Planning and Development Coordinator)	1	24	79,569.00	Bachelor's degree preferably in Urban Planning, Development Studies, Economics, Public Administration or any related course	Preferrably with eighty (80) hours training on development planning and forty (40) hours management training	Three (3) years experience in development planning or in any related field	RA 1080 (Environmental Planner)	N/A	MPDO (must be a resident of Isabel, Leyte)
2	Statistician III	5	18	40,683.00	Bachelor's degree relevant to the job	Eight (8) hours of relevant training	Two (2) years of relevant experience	CS (Professional) / Second Level Eligibility	N/A	MPDO
3	Administrative Aide IV (Clerk II)	4	4	13,494.00	Completion of two (2) years in college	None required.	None required.	CS (Subprofessional) / First Level Eligibility	N/A	MPDO
4	Municipal Government Department Head I (Municipal Health Officer)	1	24	83,406.00	Doctor of Medicine	Forty (40) hours of Continuing Professional Education for Doctors, and eighty (80) hours management training	Three (3) years experience as medical practitioner	RA 1080	N/A	Rural Health Unit

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 10, 2023**.

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 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. EDGARDO C. CORDEÑO

Municipal Mayor

Local Government Unit, Isabel, Leyte

dccords@yahoo.com / hrm_lgu_isabel@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.