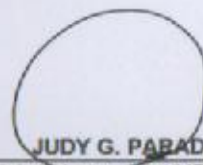


Republic of the Philippines  
**MGO JARO, LEYTE**  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the MGO JARO, LEYTE in the CSC website:



**JUDY G. PARADO, CPA**  
Municipal Accountant/HRMO- Designate  
Date: March 5, 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	Nurse I	MHO-34	15	₱36,619.00	Bachelor of Science in Nursing	None required	None required	RA 1080	N/A	Municipal Health Office
2	Nurse I	MHO-35	15	₱36,619.00	Bachelor of Science in Nursing	None required	None required	RA 1080	N/A	Municipal Health Office
3.	Administrative Aide VI (Data Controller I)	MTO-20	6	₱14,042.00	Completion of two years studies in college or High School graduate with relevant vocational/ trade course	None required	None required	CS Subprofessiona/Data Encoder/MC 11 s. 96 Cat 1/First Level Eligibility	N/A	Municipal Treasurer's Office
4	Tourism Operations Officer II	TOO-2	15	₱29,295.00	Bachelor's degree in tourism, business, law, economics, marketing, public administration or other related fields	4 hours of relevant training on tourism or DOT specific and mandatory trainings such as but not limited to the following: * Tourism Awareness and Capability Seminar for LGUs * Seminar on Disaster Risk Reduction and Management * Basic Tourism Statistical Training (BTST) * Local Tourism Guidebook Orientation and; * Seminar on Gender and Development Orientation	1 year of work experience and involvement in the tourism industry either in the private sector or the government	Career Service (Professional)/ Second Level Eligibility	N/A	Local Tourism Office
xxxxxx Nothing Follows xxxxxxxx										

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 20, 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](http://www.csc.gov.ph);
2. Performance rating in the last rating period (if applicable);

3. Photocopy of certificate of eligibility/rating/license

4. Photocopy of Transcript of Records.

5. Photocopy of Certificate of Trainings for the last five (5) years

6. Service Record or Certificate of Employment; and

7. The Agency highly encourages all interested and qualified applicants and promotes equal opportunity to all men and women at all levels of position without discrimination regarding to 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:

**JUDY G. PARADO, CPA**

Municipal Accountant/HRMO-Designate

Cor. Real and Del Carmen Sts. Jaro, Leyte

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

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