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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:

MR. JUDY G. PARADO, CPA
Municipal Accountant/HRMO Designate

Date: March 10, 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	Environmental Mgt. Specialist II (MENRO II)	MO-52	SG 15	28860	Bachelor's degree relevant to the job	4 hours relevant training	1 year of relevant experience	Career Service (Professional)/Second Level Eligibility	Exemplifying Integrity, Delivering Service Excellence, Solving Problems and Making Decisions; Demonstrating Personal Effectiveness, Speaking Effectively, Championing and Applying for Innovation, Planning and Delivering, and Managing Information, Policy Interpretation and Records Management	Municipal Environment and Natural Resources Office
2	Administrative Aide V (Plumber II)	MO-38	SG 5	12220	Elementary School Graduate	None Required	None required	Plumber (MC No. 10, s. 2013-Cat II)	Exemplifying Integrity, Delivering Service Excellence, Solving Problems and Making Decisions, Facilities Management	Management of Public Market
3	Statistician I	MPDC-5	SG 11	19102	Bachelor's degree relevant to the job	None Required	None required	Career Service (Professional) Second Level Eligibility	Exemplifying Integrity, Delivering Service Excellence, Solving Problems and Making Decisions, Policy Interpretation and Records Management	Municipal Planning and Development Office
4	Municipal Government Department Head I (Municipal Civil Registrar)	MCR-1	SG 24	69394	Bachelor's Degree	120 hours of supervisory/management learning and development intervention	3 years experience in civil registry work	Career Service (Professional)/Second Level Eligibility	Exemplifying Integrity, Delivering Service Excellence, Solving Problems and Making Decisions; Demonstrating Personal Effectiveness, Speaking Effectively, Championing and Applying for Innovation, Planning and Delivering, and Managing Information, Policy Interpretation and Records Management	Municipal Civil Registrar's Office
5	Administrative Assistant II (Disbursing Officer II)	MTO-3	SG 8	14601	Completion of two (2) year studies in College	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional (First Level CS Eligibility)	Exemplifying Integrity, Delivering Service Excellence, Solving Problems and Making Decisions; Policy Interpretation, Cash Management, and Records Management	Municipal Treasurer's Office
6	Revenue Collection Clerk II	MTO-5	SG 7	13743	At least 2 years in college education	None Required	None required	Career Service Sub-Professional (First Level CS Eligibility)	Exemplifying Integrity, Delivering Service Excellence, Solving Problems and Making Decisions, Policy Interpretation, Cash Management, and Records Management	Management of Public Market
7	Agricultural Technologist	MA-4	SG 10	16964	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	Exemplifying Integrity, Delivering Service Excellence, Solving Problems and Making Decisions, Policy Interpretation and Program Management	Municipal Agriculture Office

8	Agriculturist II	MA-15	SG 15	28860	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	Exemplifying Integrity, Delivering Service Excellence, Solving Problems and Making Decisions, Policy Interpretation and Program Management	Municipal Agriculture Office
9	Tourism Operation Officer II	TOO-2	SG 15	19102	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/Second Level Eligibility	Exemplifying Integrity, Delivering Service Excellence, Solving Problems and Making Decisions, Demonstrating Personal Effectiveness, Speaking Effectively, Championing and Applying for Innovation, Planning and Delivering, and Managing Information, Policy Interpretation Program Management, and Records Management	Local Tourism Office

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 25, 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. Photocopy of Certificate of Trainings for the last five (5) years
6. Service Record or Certificate of Employment

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

MR. JUDY G. PARADO, CPA
 Municipal Accountant/HRMO Designate
 Cor. Real and Del Carmen Sts. Jaro, Leyte
hriguiano@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.