

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
HRMO-Designate

Date: November 10, 2021

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Assistant Municipal Treasurer	MTO-2	22	54732	Bachelor's Degree preferably in Commerce, Public Administration, or Law	16 hours of Relevant Training	3 Years Experience in the Treasury or Accounting Service	Career Service (Professional)/Second Level Eligibility	Exemplifying Integrity, Delivering Service Excellence, Solving Problems and Making Decisions; Demonstrating Personal	Municipal Treasurer's Office
2	Public Health Nurse II	MHO-3	17	39986	Bachelor of Science in Nursing	4 Hours of Relevant Training	1 Year of Relevant Experience	RA 1080	Exemplifying Integrity, Delivering Service Excellence, Solving Problems and Making Decisions, Demonstrating personal Effectiveness, Program Management	Municipal Health Office
3	Midwife III	MHO-5	13	28276	Completion of the Midwifery course	8 Hours of Relevant Training	2 Years of Relevant Experience	RA 1080	Exemplifying Integrity, Delivering Service Excellence, Solving Problems and Making Decisions, Demonstrating personal Effectiveness, Program Management	Municipal Health Office
4	Agriculturist II	MA-3	15	26860	Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries and Technology, and Veterinary Medicine	4 Hours of Relevant Training	1 Year of Relevant Experience	RA 1080	Exemplifying Integrity, Delivering Service Excellence, Solving Problems and Making Decisions, Demonstrating personal Effectiveness, Program Management	Municipal Agriculture Office

5	Administrative Aide VI (Data Controller I)	MA-14	6	12960	Completion of two (2) years studies in college or High school graduate w/ relevant vocational/trade course	None Required	None Required	Career Service Sub-Professional (First Level CS Eligibility)/Data Encoder/ MC II s. 96, Category I	Exemplifying Integrity Delivering Service Excellence, Records Management, Oral Communication Skills	Municipal Agriculture Office
6	Administrative Aide IV (Driver II)	MO-3	4	11520	Elementary School Graduate	None Required	None Required	Valid Professional Driver's License (MC No. 10, s 2013 – Cat IV)	Exemplifying Integrity Delivering Service Excellence Solving Problems and Making Decisions, Automobile Services	Municipal Mayor's Office
7	Administrative Aide III (Carpenter I)	MO-36	3	10858	Elementary School Graduate	None Required	None Required	Carpenter I (MC No. 10, s. 2013 - Cat. II)	Exemplifying Integrity Delivering Service Excellence Solving Problems and Making Decisions, Facilities Management	Management of Public Market

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 2, 2021

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
hrlgujaro@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.