

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

RUTH ABEGAYT ALONZO
HRMO I

Date: November 3, 2022

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Administrative Aide I (Utility Worker I)	01/02-F	1	8762	Must be able to read and write	None Required	None Required	None Required	N/A	Office of the Municipal Mayor
2	Administrative Aide III (Driver I)	01/80	3	9888	Must be able to read and write	None Required	None Required	Professional Drivers License	N/A	Office of the Municipal Mayor
3	Revenue Collection Clerk III	01/63	9	14281	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Subprofessional) First level eligibility	N/A	Economic Enterprise
4	Revenue Collection Clerk II	01/24	7	12529	Completion of 2 years studies in college	5 hours relevant training	2 year relevant experience	Career Service (Subprofessional) First level eligibility	N/A	Office of the Municipal Treasurer
5	Social Welfare Assistant	01/35	8	13299	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Subprofessional) First level eligibility	N/A	Municipal Social Welfare and Development Office
6	Day Care Worker I	01/35-B	6	11814	High School Graduate	None Required	None Required	None Required (MC 11.s. 1996 Cal. III)	N/A	Municipal Social Welfare and Development Office
7	Administrative Aide I (Utility Worker I)	01/35-C	1	8762	Must be able to read and write	None Required	None Required	None Required	N/A	Municipal Social Welfare and Development Office
8	Administrative Aide III (Utility Worker II)	01/17-3	3	9888	Must be able to read and write	None Required	None Required	None Required	N/A	Municipal Budget Office
9	Administrative Aide III (Utility Worker II)	01/48	3	9888	Must be able to read and write	None Required	None Required	None Required	N/A	Office of the Municipal Planning and Development Coordinator

10	Midwife I	01/31-A	9	18998	Completion of Midwife Course	None Required	None Required	None Required	Republic Act 1080 (RA 1080)	N/A	Rural Health Unit
11	Administrative Aide III (Driver I)	01/78	3	9888	Must be able to read and write	None Required	None Required	None Required	Professional Drivers License	N/A	Rural Health Unit
12	Farm Superintendent II	01/36	15	24568	Bachelor's degree relevant to te job	4 hours relevant training	1 year relevant experience	None Required	Career Service (Professional) Second level eligibility	N/A	Municipal Agriculture Office
13	Administrative Aide I (Utility Worker I)	01/40-A	1	8762	Must be able to read and write	None Required	None Required	None Required	None Required	N/A	Municipal Agriculture Office
14	Administrative Officer V (Human Resource Management Officer III)	01/75	18	31624	Bachelor's degree	8 hours relevant training	2 years relevant experience	None Required	Career Service (Professional) Second level eligibility	N/A	Human Resource Management Office
15	Administrative Aide I (Utility Worker I)	01/76	1	8762	Must be able to read and write	None Required	None Required	None Required	None Required	N/A	Human Resource Management Office
16	Administrative Aide III (Driver I)	01/79	3	9888	Must be able to read and write	None Required	None Required	None Required	Professional Drivers License	N/A	Municipal Disaster Risk Reduction Management Office
17	Administrative Aide I (Utility Worker I)	01/81	1	8762	Must be able to read and write	None Required	None Required	None Required	None Required	N/A	Municipal Disaster Risk Reduction Management Office
18	Administrative Aide I (Utility Worker I)	01/82	1	8762	Must be able to read and write	None Required	None Required	None Required	None Required	N/A	Municipal Disaster Risk Reduction Management Office
19	Administrative Aide I (Utility Worker I)	01/83	1	8762	Must be able to read and write	None Required	None Required	None Required	None Required	N/A	Municipal Disaster Risk Reduction Management Office
20	Administrative Aide I (Utility Worker I)	01/84	1	8762	Must be able to read and write	None Required	None Required	None Required	None Required	N/A	Municipal Disaster Risk Reduction Management Office
21	Administrative Aide I (Utility Worker I)	01/85	1	8762	Must be able to read and write	None Required	None Required	None Required	None Required	N/A	Municipal Disaster Risk Reduction Management Office
22	Administrative Aide I (Utility Worker I)	01/86	1	8762	Must be able to read and write	None Required	None Required	None Required	None Required	N/A	Municipal Disaster Risk Reduction Management 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 **NO** later than **November 18, 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. This 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:

RUTH ABEGAIL T. ALONZO

HRMO I

Real St. Pob. Dist. IV, Julita, Leyte

localjulie@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.