

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 Abegail T. Alonzo
RUTH ABEGAIL T. ALONZO
HRMO I

Date: December 27, 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	Revenue Collection Clerk II	01/24	7	12529	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Subprofessional) First level eligibility	N/A	Office of the Municipal Treasurer
2	Municipal Government Department Head I (Municipal Assessor I)	01/27	24	61887	Bachelor's degree preferably in Civil or Mechanical Engineering, Commerce or any other related course	None required	3 years' experience in real property assessment work or any related field	RA 1080 (Real Estate Service)	N/A	Office of the Municipal Assessor
3	Local Disaster Risk Reduction Management Officer II	01/59	15	24568	Bachelor's Degree	4 hours relevant training on DRRM	1 year relevant experience on DRRM	Career Service (Professional) Second level eligibility	N/A	Municipal Disaster Risk Reduction and 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 not later than January 12, 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. Applicants must be Filipino citizen, with good moral character and a resident of Municipality of Julita as provided in the Local Government Code. (applicable to item no. 2)
6. 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

localjulia@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.