

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

EVELINA C. HOYUMPA

HRMO III

Date: January 13, 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	Municipal Government Department Head I (Municipal Tourism Officer)	8852-156	24	79,569.00	Bachelor's degree in tourism, business, law, economics, marketing, public administration or other related fields.	DOT specific and mandatory trainings such as but not limited to the following: - Tourism Awareness and Capability Building seminar for LGUs. -Seminar on Disaster Risk Reduction and Management. -Basic Tourism Statistics Training (BTST) -Local Tourism Guidebook Orientation and; -Seminar on Gender and Development Orientation.	4 years of work experience and involvement in the tourism industry either in the private sector or the government.	Career Service (Professional) / Second Level Eligibility/ First Grade civil service eligibility		Municipal Tourism Office
2	Municipal Government Department Head I (Municipal Environment and Natural Resources Officer)	8731-157	24	79,569.00	Bachelor's degree in Environment, Forestry, Agriculture or any related course.	None	3 years experience in environmental and natural resources management, conservation and utilization.	Career Service (Professional) / Second Level Eligibility/ First Grade civil service eligibility		Municipal Environment and Natural Resources 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 31, 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.

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

EVELINA C. HOYUMPA

HRMO III

Real St., Poblacion, Kananga, Leyte

lgukanangahr@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.