

Republic of the Philippines  
**MGO LEYTE, 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 LEYTE, LEYTE in the CSC Website:

HON. ARNOLD JAMES M. YSIDORO  
Municipal Mayor  
Date: January 9, 2024

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	Cooperative Development Specialist I	MA-2017-05	11	20,250.00	Bachelor's Degree relevant to the Job	None Required	None Required	Career Service (Professional) Second Level Eligibility		Municipal Agriculture Office
2	Agricultural Technologist	MA-2021-08	10	17,382.00	High School graduate or completion of relevant vocational/trade course	None Required	None Required	Career Service (Professional) Second Level Eligibility		Municipal Agriculture Office
3	Engineering Aide	VI-C-ME-02	4	11,690.00	None	None Required	None Required	None required (MC 11, s.96-Cat. III)		Municipal Engineering Office
4	Administrative Aide II (Messenger)	SB-2023-03	2	10,364.00	Elementary School graduate	None Required	None Required	None required (MC 11, s.96-Cat. III)		Office of the Sangguniang Bayan
5	Administrative Aide IV (Bookbinder II)	ASSO-2010-03	4	11,690.00	Elementary School graduate	None Required	None Required	None required (MC 11, s.96-Cat. III)		Office of the Municipal Assessor
6	Administrative Assistant VI (Computer Operator III)	MCR-2023-04	12	21,874.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) Data Encoder (MC 11, s.96-Cat. I) First Level Eligibility		Office of the Municipal Civil Registrar
7	Administrative Assistant I (Reproduction Machine Operator III)	MCR-2023-03	7	13,965.00	Elementary School graduate	None Required	None Required	None required (MC 11, s.96-Cat. III)		Office of the Municipal Civil Registrar
8	Meter Reader	VI-A-10	4	11,690.00	High School graduate	None Required	None Required	None required (MC 11, s.96-Cat. III)		Office of the Municipal Treasurer

9	<b>Administrative Officer II</b> (Human Resource Management Officer I)	OHRM-2017-02	11	20,250.00	Bachelor's degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	Office of the Human Resource Management
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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 24, 2024.

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](http://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:

**ARNOLD JAMES M. YSIDORO**  
Municipal Mayor  
Gabaldon St., Poblacion Leyte, Leyte  
[hromo5leguileyte@gmail.com](mailto:hromo5leguileyte@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**