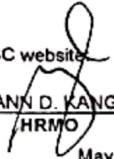


Republic of the Philippines
MGO LIMASAWA, SOUTHERN LEYTE
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the MGO LIMASAWA, SOUTHERN LEYTE in the CSC website


MARIE ANN D. KANGLEON
HRMO

Date: May 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	Administrative Officer II (HRMO I)	3	11	15,520.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility		Office of the Municipal Mayor LGU-Limasawa
2	Administrative Aide IV (Clerk II)	44	4	9,360.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		Office of the Municipal Engineer LGU-Limasawa
3	Administrative Aide I (Utility Worker I)	7	1	7,822.00	Must be able to read & write	None required	None required	None required		Office of the Municipal Mayor LGU-Limasawa
4	Administrative Aide I (Utility Worker I)	23	1	7,822.00	Must be able to read & write	None required	None required	None required		MPDC Office- LGU LIMASAWA
5	Administrative Aide I (Utility Worker I)	25	1	7,822.00	Must be able to read & write	None required	None required	None required		MCR Office - LGU LIMASAWA
6	Administrative Aide I (Utility Worker I)	27	1	7,822.00	Must be able to read & write	None required	None required	None required		Budget Office - LGU LIMASAWA
7	Administrative Aide I (Utility Worker I)	33	1	7,822.00	Must be able to read & write	None required	None required	None required		Accounting Office - LGU LIMASAWA
8	Administrative Aide I (Utility Worker I)	39	1	7,822.00	Must be able to read & write	None required	None required	None required		Office of the Municipal Treasurer - LGU LIMASAWA
9	Administrative Aide I (Utility Worker I)	41	1	7,822.00	Must be able to read & write	None required	None required	None required		Assessor Office- LGU LIMASAWA
10	Administrative Aide I (Utility Worker I)	46	1	7,822.00	Must be able to read & write	None required	None required	None required		Office of the Municipal Engineer LGU-Limasawa

11	Administrative Aide I (Utility Worker I)	49	1	7,822.00	Must be able to read & write	None required	None required	None required		Agriculture Office - LGU LIMASAWA
12	Administrative Aide I (Utility Worker I)	50	1	7,822.00	Must be able to read & write	None required	None required	None required		Agriculture Office - LGU LIMASAWA
13	Administrative Aide I (Utility Worker I)	52	1	7,822.00	Must be able to read & write	None required	None required	None required		MSWD Office - LGU LIMASAWA
14	Administrative Aide I (Utility Worker I)	60	1	7,822.00	Must be able to read & write	None required	None required	None required		RHU - LGU LIMASAWA
15	Nurse I	54	15	33,575.00	Bachelor of Science in Nursing	None required	None required	RA 1080		RHU - LGU LIMASAWA
16	Administrative Aide VI (Sanitation Inspector I)	58	6	16,200.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		RHU - LGU LIMASAWA
17	MGDH I (Municipal Treasurer)	34	24	56,382.00	Bachelor's degree preferably in Commerce, Public Administration or Law	None	3 years experience in treasury or Accounting Service	First grade or its equivalent		Office of the Municipal Treasurer - LGU LIMASAWA
18	Administrative Aide IV (Driver II)	21	4	9,360.00	Elementary School Graduate	None required	None required	Driver License (MC 11,S.96-Cat. II)		Legislative Office LGU Limasawa

"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)."

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 June 11, 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:

MARIE ANN D. KANGLEON

 HRMO Designate

 Cabulihan, Limasawa, Southern Leyte

kangmarieann@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.