

Republic of the Philippines
MGO MATAG-OB, 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 LOCAL GOVERNMENT UNIT OF MATAG-OB, LEYTE in the CSC website:



EMERENCIANA L. TABON
MGDH I (HRMO)

Date: March 08, 2023

| 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 1 (MUNICIPAL DISASTER RISK REDUCTION & MANAGEMENT OFFICER) | 15 | 24 | 66,308.00 | Bachelor's degree | 24 hours training in management and supervision on DRRM | 4 years in position involving management and supervision, 1 year of which is relevant to DRRM | Career Service Professional/ 2nd Level Eligibility | NONE | Municipal Disaster Risk Reduction & Management Office |
| 2 | LOCAL DISASTER RISK REDUCTION and MANAGEMENT OFFICER II (LDRRMO II) | 15-a | 15 | 26,323.00 | Bachelor's degree | 4 hours of relevant training on DRRM | 1 year relevant experience | Career Service Professional/ 2nd Level Eligibility | NONE | Municipal Disaster Risk Reduction & Management Office |
| 3 | ADMINISTRATIVE OFFICER IV | 1-e-5 | 15 | 26,323.00 | Bachelor's degree relevant to the job | 4 hours of relevant training | 1 year relevant experience | Career Service Professional/ 2nd Level Eligibility | NONE | Municipal Mayors' Office |
| 4 | EXECUTIVE ASSISTANT I | 1-e-6 | 14 | 24,241.00 | Bachelor's degree | 4 hours of relevant training | 1 year relevant experience | none required | NONE | Municipal Mayors' Office |
| 5 | SECURITY OFFICER I | 1-e-7 | 11 | 19,079.00 | Bachelor's degree relevant to the job | none required | none required | none required | NONE | Municipal Mayors' Office |
| 6 | SECURITY AGENT I | 1-e-8 | 8 | 14,249.00 | Completion of two years studies in college | 4 hours of relevant training | 1 year relevant experience | none required | NONE | Municipal Mayors' Office |
| 7 | ADMINISTRATIVE AIDE III (UTILITY WORKER II) | 1-e-9 | 3 | 10,594.00 | Must be able to read and write | none required | none required | none required | NONE | Municipal Mayors' Office |
| 8 | ADMINISTRATIVE AIDE III (UTILITY WORKER II) | 2-d | 3 | 10,594.00 | Must be able to read and write | none required | none required | none required | NONE | Sanggunian Bayan Office |
| 9 | ARCHITECT III | 10-b | 19 | 37,376.00 | Bachelor's degree in Architecture | 8 hours of relevant training | 2 years of relevant experience | RA 1080 | NONE | Municipal Engineering Office |
| 10 | AGRICULTURAL TECHNOLOGIST | 11-b | 10 | 16,643.00 | Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries and Technology and Veterinary Medicines | none required | none required | Relevant RA 1080 | NONE | Municipal Agriculture Office |
| 11 | AGRICULTURAL TECHNOLOGIST | 11-c | 10 | 16,643.00 | Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries and Technology and Veterinary Medicines | none required | none required | Relevant RA 1080 | NONE | Municipal Agriculture Office |
| 12 | AGRICULTURAL TECHNOLOGIST | 11-d | 10 | 16,643.00 | Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries and Technology and Veterinary Medicines | none required | none required | Relevant RA 1080 | NONE | Municipal Agriculture Office |
| 13 | ADMINISTRATIVE ASSISTANT III | 13-a | 9 | 15,302.00 | Completion of two years studies in college | 4 hours of relevant training | 1 year relevant experience | Career Service Sub-Professional/ 1st Level Eligibility | NONE | General Services Office |
| 14 | ADMINISTRATIVE AIDE IV (DRIVER II) | 10-c | 4 | 11,245.00 | Elementary Graduate | none required | none required | Driver's License | NONE | Municipal Engineering Office |
| 15 | SANITATION INSPECTOR I | 12-f | 6 | 16,877.00 | Completion of two years studies in college | none required | none required | Career Service Sub-Professional/ 1st Level Eligibility | NONE | Municipal Health 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 March 23, 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. 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:

EMERENCIANA L. TABON
HRMO
LGU-Matag-ob, San Guillermo, Matag-ob, Leyte
eme.lgumatagob@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.