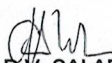


Republic of the Philippines
MGO MATALOM, LEYTE
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

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


CARIDAD V. SALADO
HRMO

Date: December 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	109	24	70,728.00	Bachelor's Degree	24 hours of training in Management and Supervision	4 years experience in position/s involving management and supervision	Career Service - Professional, Second Level Eligibility		Matalom Municipal Waterworks System (MMWS)
2	Meter Reader I	110	4	11,994.00	High School	None Required	None Required	None Required, (MC 11, S 96, Cat. III)		MMWS
3	Meter Reader I	111	4	11,994.00	High School	None Required	None Required	None Required, (MC 11, S 96, Cat. III)		MMWS
4	Water Pump Operator	112	4	11,994.00	High School	None Required	None Required	None Required, (MC 11, S 96, Cat. III)		MMWS
5	Administrative Aide III (Plumber I)	113	3	11,300.00	Elementary School Graduate	None Required	None Required	Pipefitter or Plumber (MC 11, S. 96, Cat. II as amended)		MMWS
6	Administrative Aide I (Utility Worker I)	114	1	10,014.00	Must be able to read & write	None Required	None Required	None Required, (MC 11, S 96, Cat. III)		MMWS
7	Administrative Aide I (Utility Worker I)	115	1	10,014.00	Must be able to read & write	None Required	None Required	None Required, (MC 11, S 96, Cat. III)		MMWS
8	Administrative Aide I (Utility Worker I)	116	1	10,014.00	Must be able to read & write	None Required	None Required	None Required, (MC 11, S 96, Cat. III)		MMWS
9	Administrative Aide I (Utility Worker I)	117	1	10,014.00	Must be able to read & write	None Required	None Required	None Required, (MC 11, S 96, Cat. III)		MMWS
10	Tourism Operations Officer I	118	11	20,351.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional/Second Level Eligibility		Canigao Island Resort 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 December 28, 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.
5. This Office encourages all interested and qualified applicants and promote equal 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 orientationm gender identity and expression (SOGIE)

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

Caridad V. Salado
HRMO III
LGU - Matalom, Leyte
matalomlce@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.