

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

OSCAR D. CALAMBO
MDDH I (HRMO)

Date:

28-Jun-22

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	Planning Officer I	127	11	19,079.00	Bachelor's degree relevant to the job	none required	none required	none required	Career Service (Professional) Second Level Eligibility	N/A	MPPDC
2	Engineer I	122	12	20,706.00	Bachelor's degree in Engineering relevant to the job	none required	none required	none required	RA 1080 Civil Service (Subprofessional) First Level Eligibility	N/A	Engineering Office
3	Revenue Collection Clerk II	48	7	13,424.00	completion of 2 years studies in college	none required	none required	none required	Career Service (Professional) Second Level Eligibility	N/A	MTO
4	Local Treasury Operations Officer I	120	11	19,079.00	Bachelor's degree	none required	none required	none required	Career Service (Professional) Second Level Eligibility	N/A	MTO
5	Local Assessment Operation Officer I	57	11	19,079.00	Bachelor's Degree	none required	none required	none required	Career Service (Professional) Second Level Eligibility	N/A	Assessor's Office
6	Nurse III	60	17	38,150.00	Bachelor's of Science in Nursing	4 hours of relevant training	1 year of relevant experience	none required	RA 1080	N/A	RHU
7	Nurse I	138	15	35,097.00	Bachelor's of Science in Nursing	none required	none required	none required	RA 1080	N/A	RHU
8	Revenue Collection Clerk II	83	7	13,424.00	completion of 2 years studies in college	none required	none required	none required	Civil Service (Subprofessional) First Level Eligibility	N/A	Market/S. House
9	Plumber I	89	3	10,594.00	Elementary School graduate	none required	none required	none required	Pipfitter or Plumber (MC 11, s.96-Cat. 1)	N/A	Engineering Office

Electronic copy to be submitted to the
CSC FO must be in MS Excel format

Administrative Assistant 10 III (Mechanic III)	124	9	15,302.00	High School graduate or Completion of relevant vocational/trade course preferably in Public Administration, Law or any related course	4 hours of relevant training	1 year of relevant experience	Mechanic (MC 11, s. 96-Cat. I)	N/A	Engineering Office
Municipal Administrator	131	24	66,308.00	Administration, Law or any related course	none required	3 years experience in management and Administration work	First grade or its equivalent	N/A	Administrator's Office
Nurse I	139	15	35,097.00	Bachelor's of Science in Nursing	none required	none required	RA 1080	N/A	Merida Infirmary
Administrative Aide III (Driver I)	140	3	10,594.00	High School graduate	none required	none required	Driver License (MC 11 s.96-Cat.II)	N/A	Merida Infirmary
Administrative Aide I (Utility Worker I B)	141	1	9,388.00	must be able to read and write	none required	none required	None required (MC 11, s.96-Cat.III)	N/A	Merida Infirmary

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 July 13, 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.

The LGU 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:

OSCAR P. SALAMBO
 MAGDHI (HRMO)
 Poblacion, Merida, Leyte
jsumerida.hrmo@mail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.