

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
MGDHI (HRMO)
Date: 3/15/2023

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	Municipal Government Department Head I (Municipal Agriculturist)	75	24	67,559.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering Fisheries, Fisheries Technology and Veterinary Medicine	none required	3 years acquired experience in agriculture or in a related field	Relevant RA 1080	N/A	Municipal Agriculture Office
2	Accountant III	144	19	38,518.00	Bachelor's degree in Commerce / Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience	RA 1080	N/A	Accounting Office
3	Executive Assistant II	142	17	32,273.00	Bachelor's degree	4 hours of training	1 year of experience	Career Service (Professional) Second Level Eligibility	N/A	Mayor's Office
4	Engineer II	143	16	29,754.00	Bachelor's degree in Engineering relevant to the job	4 hours of relevant training	1 year of relevant experience	RA 1080	N/A	Engineering 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 31, 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. 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 D. CALAMBO
MGDHI (HRMO)
Poblacion, Merida, Leyte
lgumerida.hrmo@gmail.com