

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

Republic of the Philippines
 LOCAL GOVERNMENT UNIT OF MERIDA, LETYE
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 LGU-Merida, Leye in the CSC website:

OSCAR D. CALAMBO
 MGDH1 (HRMO)
 Date: Sept. 01, 2021

| No. | Position Title (Parenthetical Title, if applicable) | Plantilla Mem No. | Salary/ Job/ Pay Grade | Monthly Salary | Qualification Standards | | | | Place of Assignment |
|-----|---|-------------------|------------------------|----------------|--|--|---|--|---------------------|
| | | | | | Education | Training | Experience | Eligibility | |
| 1 | Municipal Government Department Head I (Municipal Tourism Operations Officer) | 130 | 24 | 63,806.00 | Bachelor's degree in Tourism, business, law, economics, marketing, public administration or other related fields | DOT specific and mandatory trainings such as but not limited to the following: *Tourism Awareness & Capability Building Seminar for LGU *Seminar on Disaster Risk Reduction and Management *Basic Tourism Statistics Training (BSTT) *Local Tourism Guidebook Orientation and; *Seminar on Gender and Development Orientation | 4 years of work experience and involvement in the tourism industry either in the private sector or the government | Career Service (Professional) Second Level Eligibility | Tourism 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 Sept. 16, 2021

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. Photocopy of certificates of trainings and previous employment / experience, if any.
- We encouraged individuals regardless of gender, civil status, disability, ethnicity, religion & political affiliation to apply.
QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

ENGR. ROLANDO M. VILLASENCO
 Municipal Mayor
 LGU Merida, Leye
lgumayoroffice@merida.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.