

Republic of the Philippines  
**MGO PALO, 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 MGO PALO, LETYE in the CSC website:

ALLAN P. CHAVERO  
HRMO

Date: November 15, 2022

No.	Position Title (Parenthetical Title, if applicable)	Planilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility			
1	Administrative Aide IV (Driver II)	004	4	11,994.00	Elementary School Graduate	None required	None required	None required	Driver's License (MC 11, s. 96-Cat. III)	N/A	Mayor's Office
2	Administrative Officer II (Information Officer I)	006	11	20,351.00	Bachelor's Degree	None required	None required	None required	Career Service Professional, Second Level Eligibility	N/A	Mayor's Office
3	Administrative Aide III (Clerk I)	011-B	3	11,300.00	Completion of two years studies in college	None required	None required	None required	Career Service Subprofessional, First Level Eligibility	N/A	Mayor's Office
4	Local Disaster Risk Reduction and Management Officer I	011-C	11	20,351.00	Bachelor's Degree	None required	None required	None required	Career Service Professional, Second Level Eligibility	N/A	Mayor's Office
5	Senior Tourism Culture and the Arts Officer (Senior Tourism Operations Officer)	011-F	18	36,162.00	Bachelor's degree relevant to the job	Eight (8) hours of relevant training	Two (2) years of relevant experience	None required	Career Service Professional, Second Level Eligibility	N/A	Mayor's Office
6	Tourism Culture and the Arts Officer I (Tourism Operations Officer I)	011-G	11	20,351.00	Bachelor's degree relevant to the job	None required	None required	None required	Career Service Professional, Second Level Eligibility	N/A	Mayor's Office
7	Administrative Aide III (Clerk I)	011-H	3	11,300.00	Completion of two years studies in college	None required	None required	None required	Career Service Subprofessional, First Level Eligibility	N/A	Mayor's Office
8	Administrative Aide III (Clerk I)	011-J	3	11,300.00	Completion of two years studies in college	None required	None required	None required	Career Service Subprofessional, First Level Eligibility	N/A	Mayor's Office
9	Administrative Aide III (Clerk I)	011-K	3	11,300.00	Completion of two years studies in college	None required	None required	None required	Career Service Subprofessional, First Level Eligibility	N/A	Mayor's Office
10	Administrative Aide III (Clerk I)	011-L	3	11,300.00	Completion of two years studies in college	None required	None required	None required	Career Service Subprofessional, First Level Eligibility	N/A	Mayor's Office
11	Market Supervisor I	012	10	17,752.00	Bachelor's degree	None required	None required	None required	Career Service Professional, Second Level Eligibility	N/A	Market Office
12	Statistician Aide I	029	4	11,994.00	Completion of two years studies in college	None required	None required	None required	Career Service Subprofessional, First Level Eligibility	N/A	Municipal Planning and Development Office
13	Engineer II	033-A	16	30,520.00	Bachelor's degree in Engineering relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	None required	RA 1080 (Civil Engineer)	N/A	Municipal Engineer's Office
14	Draftsman I	035	6	13,502.00	Completion of two years studies in college or High School Graduate with relevant vocational or trade course	None required	None required	None required	Career Service Subprofessional, Draftsman, Illustrator (MC 11, s. 96 Cat. I) First Level Eligibility	N/A	Municipal Engineer's Office
15	Municipal Government Department Head I (Municipal Accountant)	039	24	70,728.00	Bachelor's degree in Commercial/ Business Administration major in Accounting	None required	Three (3) years experience in treasury or accounting service	None required	RA 1080 (Certified Public Accountant)	N/A	Municipal Accountant's Office

16	Revenue Collection Clerk I	049	5	12,727.00	Completion of two years studies in college	None required	None required	Career Service Subprofessional, First Level Eligibility	N/A	Municipal Treasurer's Office
17	Revenue Collection Clerk I	053	5	12,727.00	Completion of two years studies in college	None required	None required	Career Service Subprofessional, First Level Eligibility	N/A	Municipal Treasurer's Office
18	Municipal Government Department Head I (Municipal Assessor)	057	24	70,728.00	Bachelor's degree preferably in Civil or Mechanical Engineering, Commerce or any related course	None required	Three (3) years experience in real property assessment work or any related field	RA 1080 (Real Estate Service)	N/A	Municipal Assessor's Office
19	Assessment Clerk I	061	4	11,994.00	Completion of two years studies in college	None required	None required	Career Service Subprofessional, First Level Eligibility	N/A	Municipal Assessor's Office
20	Assessment Clerk I	062	4	11,994.00	Completion of two years studies in college	None required	None required	Career Service Subprofessional, First Level Eligibility	N/A	Municipal Assessor's Office
21	Administrative Aide IV (Clerk II)	068	4	11,994.00	Completion of two years studies in college	None required	None required	Career Service Subprofessional, First Level Eligibility	N/A	Municipal Social Welfare and Development Office
22	Agricultural Technologist	071	10	17,752.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None required	None required	RA 1080 (Agriculturist)	N/A	Municipal Agriculture's Office
23	Agricultural Technologist	074	10	17,752.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None required	None required	RA 1080 (Agriculturist)	N/A	Municipal Agriculture's Office
24	Agricultural Technologist	075	10	17,752.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None required	None required	RA 1080 (Agriculturist)	N/A	Municipal Agriculture's Office
25	Agricultural Technologist	076	10	17,752.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None required	None required	RA 1080 (Agriculturist)	N/A	Municipal Agriculture's Office
26	Sanitation Inspector II	080	8	18,998.00	Completion of two years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service Subprofessional, First Level Eligibility	N/A	Municipal Health Office
27	Sanitation Inspector I	088	6	16,877.00	Completion of two years studies in college	None required	None required	Career Service Subprofessional, First Level Eligibility	N/A	Municipal Health Office
28	Midwife II	089	11	25,439.00	Completion of the Midwifery Course	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080 (Midwife)	N/A	Municipal Health Office
29	Midwife II	090	11	25,439.00	Completion of the Midwifery Course	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080 (Midwife)	N/A	Municipal Health Office
30	Midwife III	091	13	29,798.00	Completion of the Midwifery Course	Eight (8) hours of relevant training	Two (2) years of relevant experience	RA 1080 (Midwife)	N/A	Municipal Health Office
31	Midwife I	094	9	20,402.00	Completion of the Midwifery Course	None required	None required	RA 1080 (Midwife)	N/A	Municipal Health Office
32	Pharmacist I	095	11	25,439.00	Bachelor's degree in Pharmacy	None required	None required	RA 1080 (Pharmacist)	N/A	Municipal Health Office
	X-X-X Nothing Follows x-x-x									

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 2, 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](http://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.

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).

**ALLAN P. CHAVERO**

Human Resource Management Officer I

LGU-Palo Leyte

[allchavs@yahoo.com](mailto:allchavs@yahoo.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**