

Republic of the Philippines  
**MGO PALO, 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 filed, at the MGO PALO, LEYTE in the CSC website:

Date: April 11, 2023

  
**ALLAN P. CHAVERO**  
HRMO

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	Administrative Aide IV (Storekeeper I)	008	4	11,994.00	Elementary school graduate	None required	None required	None required (MC 11, s. 96-Cat III)	N/A	Mayor's Office		
2	Midwife I	082	9	20,402.00	Completion of the Midwifery course	None required	None required	RA 1080 (Midwife)	N/A	Municipal Health Office/ RHU		
3	Assessment Clerk II	063	6	13,502.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	Municipal Assessor's Office		
4	Revenue Collection Clerk I	055	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		
5	Ticket Checker	056-A	3	11,300.00	High school graduate	None required	None required	None required (MC 10, s. 2013-Cat III)	N/A	Municipal Treasurer's Office		
6	Accountant III	039-A	19	39,868.00	Bachelor's degree in Commerce/ Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience	RA 1080 (CPA)	N/A	Municipal Accountant's Office		
7	Administrative Aide IV (Accounting Clerk I)	043-A	4	11,994.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	Municipal Accountant's Office		
8	Administrative Aide VI (Clerk III)	032	6	13,502.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	Municipal Civil Registrar's 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 April 30, 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](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).

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

**ALLAN P. CHAVERO**  
Human Resource Management Officer I

LGU-Palo, Leyte

[allanp.chavero@lgu-palo.gov.ph](mailto:allanp.chavero@lgu-palo.gov.ph)

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