

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


ROSETTE B. PAJARON-POGOY
HRMO

Date: 03/14/2022

No.	Position Title (Parenthetical Title, if	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Municipal Government Department Head I (Municipal Accountant)	65	24	70,895.00	Bachelor's degree in Commerce/ Business Administration major in Accounting	None	3 years of relevant experience in the treasury or accounting service	RA 1080 (Certified Public Accountant)		Municipal Accounting Office
2	Municipal Government Department Head I (Municipal Assessor)	84	24	70,895.00	Bachelor's Degree preferably in Civil or Mechanical Engineering, Commerce, or any other related course	none	3 years experience in real property assessment work or in any related field	RA 1080 (Real Estate Service)		Municipal Assessor's Office

3	Municipal Government Department Head I (Municipal Budget Officer)	62	24	70,895.00	Bachelor's degree preferably in Accounting, Economics, Public Administration or any related course.	None	3 years of experience in government budgetting or in any related field	Career Service Professional/ Second Level Eligibility		Municipal Budget Office
4	Municipal Government Department Head I (Municipal Health Officer)	98	24	83,406.00	Doctor of Medicine	None Required	3 years experience as medical practitioner	RA 1080 (Physician)		Municipal Health Office
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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 29, 2022.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at
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.

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


ROSETTE B. PAJARON-POGOY

HRMO

Rizal St., Palompon, Leyte

lgupalompon@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

