

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:


HAZEL F. VASQUEZ
HRMO

Date: APRIL 19, 2023

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	Local Legislative Staff Employee I	28	2	11,746.00	Elementary School Graduate	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)	N/A	Office of the Sangguniang Bayan
2	Administrative Aide III (Driver I)	27	3	12,476.00	Elementary School Graduate	None Required	None Required	Driver's License (MC 11, s. 96 - Cat. III)	N/A	Office of the Sangguniang Bayan
3	Administrative Aide II (Messenger)	31	2	11,746.00	Elementary School Graduate	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)	N/A	Office of the Sangguniang Bayan
4	Nurse II	192	15	36,619.00	Bachelor of Science in Nursing	4 Hours of Relevant Training	1 Year of Relevant Experience	RA 1080	N/A	Office of the Municipal Health
5	Municipal Government Department Head I (Local Disaster Risk Reduction and Management Officer)	198	24	76,566.00	Bachelor's Degree	24 Hours of Training in Management and Supervision on DRRM	4 Years in Position Involving Management and Supervision, 1 Year of which is Relevant to DRRM	Carrer Service Professional/ 2nd Level Eligibility	N/A	Office of the Municipal Disaster Risk Reduction and Management

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 MAY 4, 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. 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:


HAZEL F. VASQUEZ
HRMO, Des.
Rizal St., Palompon, Leyte
hrmolgupalompon@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.