CS Form No. 9 Revised 2018

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

Date:

07/01/2022

			Salaryi			Qı	ualification Standards			
No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Job/ Pay Grade	Monthly - Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1	Records Officer I	3	10	16,348,00	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Municipal Mayor's Office
2	Internal Auditor II	9	15	25,951.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Municipal Mayor's Office
	Administrative Aide III (Utility Worker II)	24	3	10,596.00	Must be able to read and write	None required	None required	None required (MC 11, s.96 - Cat III)	N/A	Sangguniang Bayan Office
4	Administrative Aide III (Clerk I)	25	3	10,596.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	Sangguniang Bayan Office
5	Administrative Aide III (Utility Worker II)	30	3	10,596,00	Must be able to read and write	None required	None required	None required (MC 11, s.96 - Cat III)	N/A	Sangguniang Bayan Office
6	Municipal Government Assistant Department Head I	33	22	55,521.00	Bachelor's Degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Municipal Administrator Office
7	Administrative Aide I	41	1	9,408.00	Must be able to read and write	None required	None required	None required (MC 11, s.96 - Cat III)	N/A	Municipal Administrator Office
8	Development Management Officer III	49	18	34,541.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Municipal Planning and Development Office
9	Computer Programmer II	54	15	25,951.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Municipal Planning and Development Office
	Computer Operator III	55	12	19,497.00	Completion of two years sludies in college or High School Graduate with relevant vocational/ trade course.	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) Data Encoder (MC 11, s.96-Cat. I) First Level Eligibility	N/A	Municipal Planning and Development Office
10	Administrative Assistant I (Computer Operator I)	56	7	13,377.00	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course.	None required	None required	Career Service (Subprofessional) Data Encoder (MC 11, s.96-Cat. I) First Level Eligibility	N/A	Municipal Planning and Development Office
12	Electronics and Communications Technician I	57	6	12,620.00	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course.	None required	None required	None required (MC 11, s.96-Cat. I)	N/A	Municipal Planning and Development Office
13	Registration Officer	59	10	16,348.00	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Municipal Civil Registrar

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Municipal Government Department Head I (Municipal Budget Officer I)	62	24	70,895.00	Bachelor's degree preferably in Accounting, Economics, Public Administration or any related course.	None required	3 years of experience in government budgetting or in any related field	Career Service Professional/ Second Level Eligibility	N/A	Municipal Budget Office
Budget Officer I	63	11	17,641.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Municipal Budget Office
Municipal Government Department Head I (Municipal Accountant I)	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)	N/A	Municipal Accounting Office
Administrative Aide VI (Clerk III)	68	6	12,620.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	Municipal Accounting Office
Administrative Aide IV	69	4	11,232.00	Completion of two years studies in college	none required	none required	Career service (Subprofessional)	N/A	Municipal Accounting Office
Assistant Municipal Treasurer	73	22	55,521.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional)	N/A	Municipal Treasurer's Office
Revenue Collection Clerk II	76	7	13,377.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	Municipal Treasurer's Office
Revenue Collection Clerk II	77	7	13,377.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	Municipal Treasurer's Office
Revenue Collection Clerk I	80	5	11,906.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	Municipal Treasurer's Office
Revenue Collection Clerk I	81	5	11,906.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	Municipal Treasurer's Office
License Inspector II	83	8	14,244.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	Municipal Treasurer's Office
Municipal Government Department Head I (Municipal Assessor I)	84	24	70,895.00	Bachelor's Degree preferably in Civil or Mechanical Engineering, Commerce, or any other related course	None required	3 years experience in real property assessment work or in any related field	RA 1080 (Real Estate Service)	N/A	Municipal Assessor's Office
Local Assessment Operations Officer I	86	11	17,641.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Municipal Assessor's Office
Assessment Clerk I	88	4	11,232.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	Municipal Assessor's Office
Administrative Aide III (Utility Worker II)	89	3	10,596.00	Must be able to read and write	None required	None required	None required (MC 11, s.96 - Cat III)	N/A	Municipal Assessor's Office
Administrative Aide III (Driver I)	90	3	10,596.00	Elementary School Graduate	None required	None required	Driver's License (MC 11,s.96-Cat II)	N/A	Municipal Assessor's Office
Supply Officer I	91	10	16,348.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	General Services
Administrative Aide IV (Storekeeper I)	93	4	11,232.00	Elementary School Graduate	None required	None required	None required (MC 11, s.96-Cal. III)	N/A	General Services
Municipal Government Department Head I (Municipal Health Officer I)	98	24	83,406.00	Doctor of Medicine	None Required	3 years experience as medical practitioner	RA 1080 (Physician)	N/A	Municipal Health Office
Dentist	100	13	25,232.00	Doctor of Dental Medicine or Dental Surgery	None required	None required	RA1080	N/A	Municipal Health Office
Midwife ill	106	13	25,232.00	Completion of Midwifery Course	8 hours of relevant training	2 years relevant experience	RA1080	N/A	Municipal Health Office
	Head I (Municipal Budget Officer I) Budget Officer I Municipal Government Department Head I (Municipal Accountant I) Administrative Aide VI (Clerk III) Administrative Aide IV Assistant Municipal Treasurer Revenue Collection Clerk II Revenue Collection Clerk II Revenue Collection Clerk I License Inspector II Municipal Government Department Head I (Municipal Assessor I) Local Assessment Operations Officer I Assessment Clerk I Administrative Aide III (Utility Worker II) Administrative Aide III (Driver I) Supply Officer I Administrative Aide IV (Storekeeper I) Municipal Government Department Head I (Municipal Health Officer I) Dentist I	Head (Municipal Budget Officer)	Head (Municipal Budget Officer)	Head (Municipal Budget Officer)	Municipal Government Department Head I (Municipal Budget Officer I) Budget Officer I 63 11 17,641.00 Bachelor's degree relevant to the job Municipal Accountant I) Municipal Government Department Head I (Municipal Accountant I) Administrative Aide VI (Clerk III) Administrative Aide IV 68 6 12,620.00 Completion of two years studies in college Assistant Municipal Treasurer 73 22 55,521.00 Bachelor's degree Completion of two years studies in college Revenue Collection Clerk II 76 7 13,377.00 Completion of two years studies in college Revenue Collection Clerk II 77 7 13,377.00 Completion of two years studies in college Revenue Collection Clerk II 78 7 13,377.00 Completion of two years studies in college Revenue Collection Clerk II 79 7 13,377.00 Completion of two years studies in college Revenue Collection Clerk II 80 5 11,905.00 Completion of two years studies in college License Inspector II 83 8 14,244.00 Completion of two years studies in college Completion of two years studies in college License Inspector II 84 24 70,895.00 Bachelor's Degree preferably in Civil or Machanical Engineering, Commerce, or any other related course Administrative Aide III (Utility Worker II) 89 3 10,596.00 Must be able to read and write Administrative Aide III (Utility Worker II) 90 3 10,596.00 Elementary School Graduate Administrative Aide III (Utility Worker II) 91 10 16,349.00 Bachelor's Degree Preferably Elementary School Graduate Administrative Aide IV (Storekeeper I) Municipal Government Department Head I (Municipal Health Officer I) 98 24 83,406.00 Doctor of Medicine or Dental Surgery	Municipal Covernment Department Head I (Municipal Budget Officer I) Budget Officer I Completion of two years studies in college In one required Officer I Octopletion of two years studies in college None required Octopletion Olerk II To T T 13,377.00 Completion of two years studies in college None required Octopletion Olerk I Budget Officer I B	Accounting Concernment Legariment Head I (Municipal Edge Officier I 63 11 17,641.00 Bachelor's degree relevant to the job Municipal Covernment Department Head I (Municipal Edge Officiar I 63 11 17,641.00 Bachelor's degree relevant to the job Municipal Covernment Department Head I (Municipal Accounted I) 65 24 70,895.00 Bachelor's degree relevant to the job Municipal Covernment Department Head I (Municipal Accounted I) 65 24 70,895.00 Bachelor's degree in Commerce Municipal Covernment Department Head I (Municipal Accounted I) 65 24 70,895.00 Completion of two years studies in College Administrative Ade VI 69 4 11,232.00 Completion of two years studies in College Revenue Collection Clerk II 75 7 13,377.00 Completion of two years studies in College Revenue Collection Clerk II 77 7 13,377.00 Completion of two years studies in College Revenue Collection Clerk II 81 5 11,906.00 Completion of two years studies in College Revenue Collection Clerk II 81 5 11,906.00 Completion of two years studies in College Liconse Inspector II 83 8 14,441.00 Completion of two years studies in College Liconse Inspector II 83 8 14,441.00 Completion of two years studies in College Municipal Covernment Department Head I (Municipal Accounted I) 88 14 11,232.00 Completion of two years studies in College Liconse Inspector II 83 14,441.00 Completion of two years studies in College Municipal Covernment Department Head I (Municipal Accounted I) 88 14 11,232.00 Completion of two years studies in College None required None re	Municipal Constrained Exportment 92 24 708500 Accorating, Exportment, Nable Accorating, Exportment, Nable Accorating, Exportment Accorating Acc	Management Department 1925 24 21,555.00 According Educorous, Alback Household Control (1925) 10,555.00

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Midwife II	109	11	20,754.00	Completion of Midwifery Course	4 hours of relevant training	1 year relevant experience	RA1080	N/A	Municipal Health Office
Social Welfare Officer (II	118	18	34,541.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Municipal Social Welfare & Development Office
Social Welfare Officer	119	11	17,641.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Municipal Social Welfare & Development Office
Population Program Worker II	120	7	13,377.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	Municipal Social Welfare & Development Office
Day Care Worker I	121	6	12,620.00	High School Graduate	None required	None required	None required (MC 11, s.96-Cat, III)	N/A	Municipal Social Welfare & Development Office
Day Care Worker I	122	6	12,620.00	High School Graduate	None required	None required	None required (MC 11, s.96-Cat, III)	N/A	Municipal Social Welfare & Development Office
Tourism Operations Officer II	127	15	25,951.00	Bachelor's degree in tourism, business, law, economics, marketing, public administration or other related fields.	4 hours of relevant training on tourism	year of work experience and involvement in the tourism industry either in the private sector or the government	Career Service (Professional) Second Level Eligibility	N/A	Municipal Environment & Eco-Tourism Office
Tourism Operations Officer I	128	11	17,641.00	Bachelor's degree in tourism, business, law, economics, marketing, public administration or other related fields.	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Municipal Environment & Eco-Tourism Office
Environmental Management Specialist	129	11	17,641.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Municipal Environment & Eco-Tourism Office
Forest Ranger	132	4	11,232.00	High School Graduate	None required	None required	None required (MC 11, s.96-Cat. III)	N/A	Municipal Environment & Eco-Tourism Office
Security Guard I	134	3	10,596.00	High School Graduate	None required	None required	Security Guard License (MC 11, s.96-Cat. II)	N/A	Municipal Environment & Eco-Tourism Office
Security Guard I	136	3	10,596.00	High School Graduate	None required	None required	Security Guard License (MC 11, s.96-Cat. II)	N/A	Municipal Environment & Eco-Tourism Office
Administrative Aide III (Clerk I)	137	3	10,596.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	Municipal Environment & Eco-Tourism Office
Municipal Government Department Head I (Municipal Agriculturist I)	138	24	70,895.00	Bachelor's degree in Agriculture or any related course	None	3 years acquired experience in agriculture in a related field	First grade or its equivalent	N/A	Municipal Agriculture's Office
Municipal Agricultural Officer	139	20	43,482.0	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Municipal Agriculture's Office
Agricultural Technologist	140	10	16,348.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Municipal Agriculture's Office
Agricultural Technologist	141	10	16,348.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Municipal Agriculture's Office
Agricultural Technologist	142	10	16,348.0	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Municipal Agriculture's Office
Agricultural Technologist	143	10	16,348.0	0 Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Municipal Agriculture's Office
Administrative Aide III (Clerk I)	144	3	10,596.0	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	Municipal Agriculture's Office
	Social Welfare Officer III Social Welfare Officer I Population Program Worker II Day Care Worker I Day Care Worker I Tourism Operations Officer II Tourism Operations Officer II Environmental Management Specialist I Forest Ranger Security Guard I Security Guard I Administrative Aide III (Clerk I) Municipal Government Department Head I (Municipal Agriculturist I) Municipal Agricultural Officer Agricultural Technologist Agricultural Technologist Agricultural Technologist Agricultural Technologist Administrative Aide III	Social Welfare Officer 118	Social Welfare Officer 118	Social Welfare Officer 118 18 34,541.00	Social Welfare Officer III 118 18 34,541.00 Bachelor's degree relevant to the job Social Welfare Officer II 119 11 17,641.00 Bachelor's degree relevant to the job Population Program Worker II 120 7 13,377.00 Completion of two years studies in college Day Care Worker I 121 6 12,620.00 High School Graduate Day Care Worker I 122 6 12,620.00 High School Graduate Tourism Operations Officer II 127 15 25,951.00 Bachelor's degree in tourism, business, law, economics, marketing, public administration or other related fields. Tourism Operations Officer I 128 11 17,641.00 Bachelor's degree in tourism, business, law, economics, marketing, public administration or other related fields. Environmental Management Specialist 129 11 17,641.00 Bachelor's degree relevant to the job Forest Ranger 132 4 11,232.00 High School Graduate Security Guard I 134 3 10,596.00 High School Graduate Security Guard I 136 3 10,596.00 High School Graduate Administrative Aide III 137 3 10,596.00 Completion of two years studies in college Municipal Government Department Head I (Municipal Agricultural Technologist 141 10 16,348.00 Bachelor's degree relevant to the job Agricultural Technologist 141 10 16,348.00 Bachelor's degree relevant to the job Agricultural Technologist 143 10 16,348.00 Bachelor's degree relevant to the job Agricultural Technologist 143 10 16,348.00 Bachelor's degree relevant to the job Administrative Aide III 144 3 10,596.00 Completion of two years studies in college	Social Welfare Officer III 118 18 34,541,00 Bachelor's degree relevant to the job None required Population Program Worker II 120 7 13,377,00 Completion of Nor years studies in college Day Care Worker I 121 6 12,620,00 High School Graduativ None required Day Care Worker I 122 6 12,620,00 High School Graduativ None required Tourism Operations Officer II 127 15 25,951,00 Bachelor's degree in tourism, business, law, economics, marketing, public administration or other related fields. Tourism Operations Officer I 128 11 17,641,00 Bachelor's degree in tourism, business, law, economics, marketing, public administration or other related fields. Forest Ranger 132 4 11,232,00 High School Graduate None required Forest Ranger 132 4 11,232,00 High School Graduate None required Security Quard I 134 3 10,566,00 High School Graduate None required Administrative Aide III (Clerk I) 137 3 10,596,00 Bachelor's degree in fourism, business, law, economics, marketing, public administrative or other related fields. 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Municipal Government Department Head I (Municipal Engineer I)	146	24	70,895.00	Bachelor's degree in Civil Engineering	None	3 years experience in the practice of engineering	RA1080	N/A	Municipal Engineeri
Motorpool Supervisor II	148	9	15,279.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	Municipal Engineerin
Draftsman I	150	6	12,620.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course.	None required	None required	Career Service (Subprofessional) Draftsman or lilustrator (MC 11, s.96-Cat. I) First Level Eligibility	N/A	Municipal Engineerir Office
Administrative Officer I (Cashier I)	157	10	16,348.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	WASH
Administrative Aide VI	158	6	12,620.00	Completion of two years studies in college or High Scool Graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional)	N/A	WASH
Meter Reader I	160	4	11,232.00	High School Graduate	None required	None required	None required (MC 11, s,96-Cat. III)	N/A	WASH
Meter Reader I	162	4	11,232.00	High School Graduate	None required	None required	None required (MC 11, s.96-Cat. III)	N/A	WASH
Administrative Aide III (Clerk I)	164	3	10,596.00	Completion of two years studies in college or High Scool Graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional)	N/A	WASH
Pipefitter I	165	3	10,596.00	Elementary School Graduate	None required	None required	Pipefitter or Plumber (MC 11, s. 96 - Cat. I)	N/A	WASH
Laborer I	170	1	9,408.00	Must be able to read and write	None required	None required	None required (MC 11, s.96-Cat. III)	N/A	WASH
Market Supervisor I	173	10	16,348.00	Bachelor's degree	none required	none required	Career service (Professional) Second Level Eligibility	N/A	PUBLIC MARKET
Park Maintenance General Foreman	177	10	16,348,00	High School Graduate	8 hours of relevant training	2 years of relevant	None required (MC 11, s.96-Cat. iII)	N/A	Tourism Destionation Area
Tourism Receptionist I	178	8	14,244.00	Completion of two years studies in college	4 hours of relevant training on tourism	1 year of relevant experience in the tourism industry either in the private sector or the government	Career Service (Sub-Professional) First Level Eligibility	N/A	Tourism Destionation Area
Local Legislative Staff Employee I	180	2	9,997.00	Elementary School Graduate	None required	None required	None required (MC 11, s.96-Cat. III)	N/A	Sangguniang Bayan Office
Administrative Aide II (Messenger)	185	2	9,997.00	Elementary School Graduate	None required	None required	None required	N/A	Municipal Administrator Office
Human Resource Management Officer I (HRMO I)	186	11	17,641.00	Bachelor's degree	None required	None required	Career service (Professional) Second Level Eligibility	N/A	Municipal Administrator
Labor and Employment Officer I	188	11	17,641.00	Bachelor's degree	None required	None required	Career service (Professional) Second Level Eligibility	N/A	Municipal Mayor's Offic
Municipal Social Welfare and Development Officer I (MGDH I)	190	24	70,895.00	Bachelor's degree in Social Work or Bachelor's degree preferably in Sociology or any related course	None	3 years experience in the practice of social work	First grade or its equivalent	N/A	Municipal Social Welfar & Development Office
Midwife I	194	9	17,975.00	Completion of Midwifery Course	None required	None required	RA1080		
	Head I (Municipal Engineer I) Motorpool Supervisor II Draftsman I Administrative Officer I (Cashier I) Administrative Aide VI Meter Reader I Meter Reader I Administrative Aide III (Clerk I) Pipefitter I Laborer I Market Supervisor I Park Maintenance General Foreman Tourism Receptionist I Local Legislative Staff Employee I Administrative Aide III (Messenger) Human Resource Management Officer I (HRMO I) Labor and Employment Officer I Municipal Social Welfare and Development Officer I (MGDH I)	Head (Municipal Engineer)	Head (Municipal Engineer I)	Motorpool Supervisor II	Motorpool Supervisor II	Head I (Municipal Engineer I)	Motorpool Supervisor II 148 9 15,279.00 Completion of two years studies in college of High Schroot Graduate with reservant vocationals with vocationals with vocationals vocation	Materian Materian	Management Man

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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 July 16, 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;
- 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 application to:

HRMO-DES Rizal St. Palompon, Leyte

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.