

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:

07/01/2022

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	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
3	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
10	Computer Operator III	55	12	19,497.00	Completion of two years studies 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
11	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 I	59	10	16,348.00	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Municipal Civil Registrar

14	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 budgeting or in any related field	Career Service Professional/ Second Level Eligibility	N/A	Municipal Budget Office
15	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
16	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
17	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
18	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
19	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
20	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
21	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
22	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
23	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
24	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
25	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
26	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
27	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
28	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
29	Administrative Aide III (Driver I)	90	3	10,596.00	Elementary School Graduate	None required	None required	Driver's License 11,s.96-Cat II) (MC	N/A	Municipal Assessor's Office
30	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
31	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
32	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
33	Dentist I	100	13	25,232.00	Doctor of Dental Medicine or Dental Surgery	None required	None required	RA1080	N/A	Municipal Health Office
34	Midwife III	106	13	25,232.00	Completion of Midwifery Course	8 hours of relevant training	2 years relevant experience	RA1080	N/A	Municipal Health Office


35	Midwife II	109	11	20,754.00	Completion of Midwifery Course	4 hours of relevant training	1 year relevant experience	RA1030	N/A	Municipal Health Office
36	Social Welfare Officer III	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
37	Social Welfare Officer I	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
38	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
39	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
40	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
41	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	1 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
42	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
43	Environmental Management Specialist I	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
44	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
45	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
46	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
47	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
48	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
49	Municipal Agricultural Officer	139	20	43,482.00	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 Agriculture's Office
50	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
51	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
52	Agricultural Technologist	142	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
53	Agricultural Technologist	143	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
54	Administrative Aide III (Clerk I)	144	3	10,596.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	Municipal Agriculture's Office

55	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 Engineering Office
56	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 Engineering Office
57	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 Illustrator (MC 11, s.96-Cat. I) First Level Eligibility	N/A	Municipal Engineering Office
58	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
59	Administrative Aide VI	158	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)	N/A	WASH
60	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
61	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
62	Administrative Aide III (Clerk I)	164	3	10,596.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional)	N/A	WASH
63	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
64	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
65	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
66	Park Maintenance General Foreman	177	10	16,348.00	High School Graduate	8 hours of relevant training	2 years of relevant experience	None required (MC 11, s.96-Cat. III)	N/A	Tourism Destination Area
67	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 Destination Area
68	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
69	Administrative Aide II (Messenger)	185	2	9,997.00	Elementary School Graduate	None required	None required	None required	N/A	Municipal Administrator Office
70	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 Office
71	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 Office
72	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 Welfare & Development Office
73	Midwife I	194	9	17,975.00	Completion of Midwifery Course	None required	None required	RA1080	N/A	Municipal Health Office

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



HAZEL F. VASQUEZ

HRMO-DES

Rizal St. Palompon, Leyte

hrmofgupalompon@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.