

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. YASQUEZ
HRMO

Date:

07/04/2022

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	Senior Administrative Assistant III (Private Secretary II)	2	15	25,951.00	Completion of two years studies in college	None required	None required	None required	N/A	Municipal Mayor's Office
2	Administrative Aide III (Driver I)	26	3	10,596.00	Elementary School Graduate	None required	None required	Driver's License (MC 11,s.96-Cat II)	N/A	Sangguniang Bayan Office
3	Administrative Aide III (Driver I)	27	3	10,596.00	Elementary School Graduate	None required	None required	Driver's License (MC 11,s.96-Cat II)	N/A	Sangguniang Bayan Office
4	Municipal Government Department Head I (Municipal Administrator I)	32	24	70,895.00	Bachelor's degree preferably in Public Administration, Law or any related course.	None	3 years experience in management and administration work	First grade or its equivalent	N/A	Municipal Administrator Office
5	Security Officer II	42	15	25,951.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Municipal Administrator Office
6	Municipal Legal Officer I	45	24	70,895.00	Bachelor's of Laws	None	3 years experience in the practice of law	RA 1080	N/A	Municipal Legal Office
7	Municipal Government Department Head I (Municipal Civil Registrar I)	58	24	70,895.00	Bachelor's Degree	None	3 years experience in civil registry work	First grade or its equivalent	N/A	Municipal Civil Registrar Office
8	Park Maintenance General Foreman	176	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
9	Executive Assistant II	187	17	31,401.00	Bachelor's degree	4 hours of training	1 year of experience	Career Service (Professional) Second Level Eligibility	N/A	Municipal Mayor's 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 19, 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

hrmolgupalompon@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.