

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: October 7, 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	Administrative Aide III (Utility Worker II)	4	3	12,006.00	Must Be Able to Read and Write	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)	N/A	Office of the Municipal Mayor
2	Administrative Aide II (Messenger)	31	2	11,309.00	Elementary School Graduate	None required	None required	None required	N/A	Office of the Sangguniang Bayan
3	Administrative Aide II (Messenger)	70	2	11,309.00	Elementary School Graduate	None required	None required	None required	N/A	Office of the Municipal Accountant
4	Social Welfare Officer III	118	18	38,432.00	Bachelor's Degree in Social Work	8 Hours of Relevant Training	2 Years of Relevant Experience	RA 1080 (Social Worker)	N/A	Office of the Municipal Social Welfare and Development
5	Social Welfare Officer I	119	11	21,623.00	Bachelor's Degree in Social Work	Non Required	None Required	RA 1080 (Social Worker)	N/A	Office of the Municipal Social Welfare and Development
6	Administrative Aide III (Utility Worker II)	123	3	12,006.00	Must Be Able to Read and Write	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)	N/A	Office of the Municipal Social Welfare and Development
7	Municipal Government Department Head I (Municipal Agriculturist I)	138	24	75,149.00	Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None	3 Years of Relevant Experience	Relevant RA 1080	N/A	Office of the Municipal Agriculture


8	Municipal Agricultural Officer	139	20	47,429.00	Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	8 Hours of Relevant Training	2 Years of Relevant Experience	Relevant RA 1080	N/A	Office of the Municipal Agriculture
9	Agricultural Technologist	140	10	18,862.00	Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None Required	None Required	Relevant RA 1080	N/A	Office of the Municipal Agriculture
10	Agricultural Technologist	141	10	18,862.00	Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None Required	None Required	Relevant RA 1080	N/A	Office of the Municipal Agriculture
11	Agricultural Technologist	142	10	18,862.00	Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None Required	None Required	Relevant RA 1080	N/A	Office of the Municipal Agriculture
12	Agricultural Technologist	143	10	18,862.00	Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None Required	None Required	Relevant RA 1080	N/A	Office of the Municipal Agriculture
13	Engineer I	147	12	23,467.00	Bachelor's Degree in Engineering Relevant to the Job	None Required	None Required	RA 1080	N/A	Office of the Municipal Engineer
14	Administrative Aide III (Driver I)	154	3	12,006.00	Elementary School Graduate	None required	None required	Driver's License (MC 11,s.96-Cat II)	N/A	Office of the Municipal Engineer

15	Administrative Aide I	171	1	10,639.00	Must be able to read and write	None required	None required	None required (MC 11, s.96 - Cat III)	N/A	Office of the Water Administration and Services of Hinablayan
16	Municipal Social Welfare and Development Officer I (MGDH I)	190	24	75,149.00	Masteral Degree	24 hours training in management and supervision	4 years in position/s involving management and supervision	RA 1080 (Social Worker)	N/A	Office of the Municipal Social Welfare and Development

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 October 22, 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

hrrmolgupalompon@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.