

Republic of the Philippines
MGO PASTRANA, 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 PASTRANA, LEYTE in the CSC website:

NAPOLEON P. NOMBRES, JD

Date: 
HRMC
March 8, 2024

Electronic copy to be submitted to the CSC FO must be in MS Excel format

No.	Position 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 I (Utility Worker I)	5	1	P 8,762.00	Must be able to read and write	None required	None required	(MC 10, s. 2013-Cat. III) None required	N/A	Office of the Municipal Mayor Pastrana, Leyte	
2	Administrative Aide I (Utility Worker I)	38	1	P 8,762.00	Must be able to read and write	None required	None required	(MC 10, s. 2013-Cat. III) None required	N/A	Office of the Sanguniang Bayan Pastrana, Leyte	
3	Administrative Aide I (Utility Worker I)	9	1	P 8,762.00	Must be able to read and write	None required	None required	(MC 10, s. 2013-Cat. III) None required	N/A	Office of the Municipal Mayor Pastrana, Leyte	
4	Administrative Aide I (Utility Worker I)	10	1	P 8,762.00	Must be able to read and write	None required	None required	(MC 10, s. 2013-Cat. III) None required	N/A	Office of the Municipal Mayor Pastrana, Leyte	
5	Assistant Registration Officer I	44	8	P 13,299.00	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	Office of the Municipal Civil Registrar Pastrana, Leyte	
6	Administrative Aide VI (Data Controller I)	46	6	P 11,814.00	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. 1996 Cat. 1) First Level Eligibility	N/A	Municipal Budget Office Pastrana, Leyte	
7	Revenue Collection Clerk III	51	8	P 13,299.00	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 Pastrana, Leyte	

8	Administrative Aide VI (Data Controller I)	58	6	P 11,814.00	Completion of two years studies in college or high school graduate with relevant vocational/trade course	None required	None required	None required	None required	At least 2 years of relevant experience	Career Service (Professional) / Data Encoder (MC 11 s. 1996 Cat. 1) First Level Eligibility	N/A	Municipal Treasurer's Office Pastrana, Leyte
9	Medical Technologist I	102	11	P 17,807.00	Bachelor's degree in Medical Technology or Bachelor of Science and Public Health	None required	None required	None required	None required	None required	RA 1080	N/A	Municipal Health Office Pastrana, Leyte
10	Environmental Management Specialist I	118	11	P 17,807.00	Bachelor's degree relevant to the job	None required	None required	None required	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Office of the Municipal Mayor Pastrana, Leyte
11	Social Welfare Officer II	116	15	P 24,568.00	Bachelor's degree in Social Work	4 hours of relevant training	1 year of relevant experience	None required	None required	None required	RA 1080 (Social Worker)	N/A	Municipal Social Welfare & Development Office Pastrana, Leyte
12	Veterinarian I	109	13	P 20,859.00	Doctor of Veterinarian Medicine	None required	None required	None required	None required	None required	RA 1080	N/A	Municipal Agriculturer's Office Pastrana, Leyte
13	Disease Surveillance Officer	117	15	P 24,568.00	Bachelor's degree preferably Medical Allied Courses	None required	At least 2 years of relevant experience	None required	None required	None required	Career Service (Professional) Second Level Eligibility/ RA 1080	N/A	Municipal Health Office Pastrana, Leyte
	NOTHING FOLLOWS												

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 March 22, 2024.

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 promote 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:

NAPOLEON P. NOMBRE, J.D

HRMO

Sto. Niño St. District IV, Pastrana, Leyte

nombrenapoleon610@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.