

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:


EVANGELINA G. ABRETIL

HRMO - designate

Date:

November 4, 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	Local Disaster Risk Reduction Management Officer II	81	15	P 24,568.00	Bachelor's Degree	4 hours of relevant training on DRRM	1 year of relevant experience on DRRM	Career Service (Professional) Second Level Eligibility	N/A	Office of the Municipal Mayor Pastrana, Leyte
2	Social Welfare Officer IV	104	22	P 48,974.00	Bachelor's Degree in Social Work	16 hours of relevant training	Three (3) years of relevant experience	R.A 1080 (Social Worker)	N/A	Municipal Social Welfare & Development Office Pastrana, Leyte
3	Social Welfare Officer I	105	11	P 17,807.00	Bachelor's Degree in Social Work	None required	None required	R.A 1080 (Social Worker)	N/A	Municipal Social Welfare & Development Office Pastrana, Leyte
4	Social Welfare Aide	106	4	P 10,495.00	High School Graduate	None required	None required	MC 11, s.96 - CAT III	N/A	Municipal Social Welfare & Development Office Pastrana, Leyte
5	Social Welfare Aide	107	4	P 10,495.00	High School Graduate	None required	None required	MC 11, s.96 - CAT III	N/A	Municipal Social Welfare & Development Office Pastrana, Leyte
6	Social Welfare Aide	108	4	P 10,495.00	High School Graduate	None required	None required	MC 11, s.96 - CAT III	N/A	Municipal Social Welfare & Development Office Pastrana, Leyte

7	Tourism Operations Officer I	83	11	P 17,807.00	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	Office of the Municipal Mayor Pastrana, Leyte
8	Agriculturist I	110	11	P 17,807.00	Bachelor's degree in Agriculture of other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinarian Medicine	None required	None required	Career Service (Professional) Second Level Eligibility R.A 1080 (Agriculturist)	N/A	Office of the Municipal Agriculture Pastrana, Leyte
9	Farm Worker II	111	4	P 10,495.00	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - CAT III as amended)	N/A	Office of the Municipal Agriculture Pastrana, Leyte
10	Farm Worker II	112	4	P 10,495.00	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - CAT III as amended)	N/A	Office of the Municipal Agriculture Pastrana, Leyte
11	Farm Worker II	113	4	P 10,495.00	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - CAT III as amended)	N/A	Office of the Municipal Agriculture Pastrana, Leyte
12	Agricultural Technician I	114	6	P 11,814.00	Completion of (2)two years studies in college	None required	None required	Career Service (Sub-professional) First Level Eligibility	N/A	Office of the Municipal Agriculture Pastrana, Leyte
13	Administrative Assistant II (Data Controller II)	96	8	P 13,299.00	Completion of (2)two years studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional) First Level Eligibility	N/A	Municipal Budget Office Pastrana, Leyte
14	Administrative Aide IV (Accounting Clerk I)	98	4	P 10,495.00	Completion of (2)two years studies in college	None required	None required	Career Service (Sub-professional) First Level Eligibility	N/A	Municipal Accounting Office Pastrana, Leyte
15	Administrative Aide IV (Fiscal Clerk I)	99	4	P 10,495.00	Completion of (2)two years studies in college	None required	None required	Career Service (Sub-professional) First Level Eligibility	N/A	Municipal Accounting Office Pastrana, Leyte

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 November 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 affiliator to include members of the indigenous communities and those with diverse sexual orientation, gender identify and expression (SOGIE).

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

EVANGELINA G. ABRETIL

HRMO - designate

Brgy. District 1 Pastrana, Leyte

vangieabretil18@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.