

Republic of the Philippines
MGO SAN FRANCISCO, SOUTHERN 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 SAN FRANCISCO, SOUTHERN LEYTE in the CSC website:

METCHI S. SUAREZ
HRIMO

Date: 6-Jul-22

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Municipal Social Welfare and Development Officer	39	24	59552	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	RA 1080 (Social Worker)	N/A	Office of the Social Welfare Officer
2	Local Disaster Risk Reduction Management Officer II	7	15	22437	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
3	Revenue Collection Clerk I	23	5	10249	Completion of two years studies in college	None required	None required	Career Service (Subprofessional), First Level Eligibility	N/A	Office of the Municipal Treasurer
4	Revenue Collection Clerk I	24	5	10249	Completion of two years studies in college	None required	None required	Career Service (Subprofessional), First Level Eligibility	N/A	Office of the Municipal Treasurer
5	Administrative Aide I (Utility Worker I)	4	1	8086	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III as amended)	N/A	Office of the Municipal Mayor

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 21, 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 opportunity to all men and women at all levels of position without

discrimination regardless of age, gender, civil status, person of disability (PWD), 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:

METCHI I. SUAREZ

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SAN FRANCISCO, SOUTHERN LEYTE

suarezmetchi@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.