

Republic of the Philippines  
**MGO SAN ISIDRO, 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 ISIDRO, LEYTE in the CSC website:

*Cecille E. Buante*  
CECILIE E. BUANTE  
HRMO

Date: April 5, 2023

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	Farm Superintendent I	143	11	19,079.00	Bachelor's Degree relevant to the job	None	None	Career Service (Professional) Second Level Eligibility	None	OMA
2	Farm Supervisor	144	8	14,249.00	High School Graduate	4 hours relevant training	1 year relevant experience	None (MC 10, s. 2013-Cat.III)	None	OMA
3	Farm Supervisor	145	8	14,249.00	High School Graduate	4 hours relevant training	1 year relevant experience	None (MC 10, s. 2013-Cat.III)	None	OMA
4	Administrative Aide III (Utility Worker II)	146	3	10,594.00	Elementary School Graduate	None	None	None (MC 10, s. 2013-Cat.III)	None	OMA
5	Environmental Management Specialist II	153	15	26,323.00	Bachelor's Degree relevant to the job	4 hours relevant training	1 year relevant experience	Career Service (Professional) Second Level Eligibility	None	MENRO
6	Administrative Aide III (Utility Worker II)	154	3	10,594.00	Elementary School Graduate	None	None	None (MC 10, s. 2013-Cat.III)	None	MENRO
7	Tourism Operations Officer II	147	15	26,323.00	Bachelor's Degree relevant to the job	4 hours relevant training	1 year relevant experience	Career Service (Professional) Second Level Eligibility	None	MO
8	Heavy Equipment Operator I	149	4	11,245.00	High School Graduate or completion of relevant vocational/ trade course	None	None	Heavy Equipment Operator (MC 10, s. 2013-Cat. III)	None	OME
9	Heavy Equipment Operator I	150	4	11,245.00	High School Graduate or completion of relevant vocational/ trade course	None	None	Heavy Equipment Operator (MC 10, s. 2013-Cat. III)	None	OME
10	Heavy Equipment Operator I	151	4	11,245.00	High School Graduate or completion of relevant vocational/ trade course	None	None	Heavy Equipment Operator (MC 10, s. 2013-Cat. III)	None	OME
11	Municipal Government Department Head I (Local Disaster Risk Reduction and Management Officer)	157	24	66,308.00	Bachelor's Degree	24 hours of relevant training in management and supervision on DRRM	4 years in position involving management and supervision; 1 year of which is related to DRRM	Career Service (Professional) Second Level Eligibility	None	MDRRMO
12	Administrative Aide III (Utility Worker II)	158	3	10,594.00	Elementary School Graduate	None	None	None (MC 10, s. 2013-Cat.III)	None	MDRRMO

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 April 20, 2023.

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](http://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:

*Cecille*

**CECILLE E. BUANTE**

HRMO

Bawod, San Isidro, Leyte

[mishewcez03@gmail.com](mailto:mishewcez03@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**