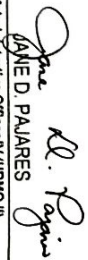


Republic of the Philippines
MGD SAN MIGUEL, LEYTE
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the MGD SAN MIGUEL, LEYTE in the CSC website:


JANE D. PALARES
Administrative Officer IV (RRMO II)
Date: January 18, 2022

No.	Position Title (Parenthetical Title, if applicable)	Prattile Item No.	Salary/ Job Pay Grade	Monthly Salary	Qualification Standards				Eligibility	Competency (if applicable)	Place of Assignment
					Education	Training	Experience	None Required			
1	Senior Tourism Operator Officer	3-1	18	32761	Bachelor's Degree in Tourism, business law, economics, marketing, public administration or other related fields	8 hours of relevant training on tourism or DOT specific and mandatory trainings such as but not limited to the following: 1) Tourism awareness and capability building seminar for LGUs 2.) Seminar on Disaster Risk Reduction and management 3.) Basic Tourism	1 year of work experience and involvement in the tourism industry either in the private sector or the government	None Required	Career Service (Professional) /Second Level Eligibility	NA	Office of the Municipal Mayor
2	Computer Maintenance Technologist I	3-2	11	17,908	Bachelor's Degree relevant to the job	None Required	None Required	None Required	Career Service (Professional) /Second Level Eligibility	NA	Office of the Municipal Mayor
3	Administrative Assistant III (Mechanic (II))	6-1	9	14,695	High School Graduate or Completion of relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	None Required	Mechanic (MC 11, s. 96-Cat I)	NA	Office of the Municipal Mayor
4	Administrative Aide III (Driver I)	9	3	10179	Elementary School Graduate	None Required	None Required	None Required	Driver License (MC 11, s. 96-Cat. II)	NA	Office of the Municipal Mayor
5	Local Revenue Collector Officer II	44-1	15	25161	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	None Required	Career Service (Professional) /Second Level Eligibility	NA	Office of the Municipal Treasurer
6	Administrative Assistant III (Senior Bookkeeper)	41-1	9	14,695	Completion of two (2) years studies in college	4 hours of relevant training	1 year of relevant experience	None Required	Career Service Sub-professional/1st level eligibility	NA	Office of the Municipal Accountant
7	Administrative Aide V (Carpenter III)	57-1	5	11455	Elementary School Graduate	None Required	None Required	None Required	Carpenter (MC 11, 96-Cat.I)	NA	Office of the Municipal Engineering
8	Agricultural Technologist	62	10	15904	Bachelor's Degree in Agriculture or other allied courses such as Agriculture Engineering, Fisheries Technology and Veterinary Medicine	None Required	None Required	None Required	R.A. 1080	NA	Office of the Municipal Agriculturist
9	Agricultural Technologist	63	10	15904	Bachelor's Degree in Agriculture or other allied courses such as Agriculture Engineering, Fisheries Technology and Veterinary Medicine	None Required	None Required	None Required	R.A. 1080	NA	Office of the Municipal Agriculturist
10	Social Welfare Officer III	64-1	18	32761	Bachelor's Degree in Social Work	8 hours of relevant training	2 years of relevant experience	None Required	R.A. 1080 (Social Worker)	NA	Office of the MSWDO
11	Nurse III	66-1	19	48313	Bachelor's of Science in Nursing	4 hours of relevant training	1 year of relevant experience	None Required	R.A. 1080 (Nurse)	NA	Office of the Municipal Health Officer
12	Nurse I	69-1	15	33675	Bachelor's of Science in Nursing	None Required	None Required	None Required	R.A. 1080 (Nurse)	NA	Office of the Municipal Health Officer
13	Local Legislative Staff Assistant II	31-1	8	13,688	Completion of two years in college	4 hours of relevant training	1 year of relevant experience	None Required	CS Sub-professional/First Level Eligibility	NA	Office of the Municipal Mayor's personal secretary

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 February 2, 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/licensure, and
4. Photocopy of Transcript of Records.

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

JANE D. PALARES
RRMO II
LGU-San Miguel, Leyte
jpalares@sanmiguel-lyte.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.