


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

  
JANE D. PAJARES

ADMINISTRATIVE OFFICER IV (HRMO II)

Date: FEBRUARY 9, 2021

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	Administrative Officer IV (HRMO II)	15-29	15	25,181	Bachelor's Degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) 2nd level eligibility	NA	Office of the Human Resource Management Officer (OHRMO)
2	Municipal Government Department Head I (Municipal Environment and Natural Resources Officer)	15-23	24	65,057	Bachelor's Degree in Environment, Forestry, Agriculture or any related course	None	3 years experience in environmental and natural resources management, conservation and utilization	First Grade or its equivalent	NA	Office of the Municipal Environmental and Natural Resources Officer (OMENRO)
3	Municipal Government Department Head I (Municipal Budget Officer)	38	24	65,057	Bachelor's Degree preferably in Accounting, Economics, Public Administration or any related course	None	3 years experience in government budgeting or in any related field	First Grade or its equivalent	NA	Office of the Municipal Budget Officer
4	Agricultural Technologist	62	10	15904	Bachelor's Degree in Agriculture or other allied courses such as Agriculture Engineering, Fisheries Technology and Veterinary Medicine	None	None	First Grade or its equivalent	NA	Office of the Municipal Agriculturist
5	Agricultural Technologist	63	10	15904	Bachelor's Degree in Agriculture or other allied courses such as Agriculture Engineering, Fisheries Technology and Veterinary Medicine	None	None	First Grade or its equivalent	NA	Office of the Municipal Agriculturist
6	Administrative Officer II (Management and Audit Analyst I)	41	11	17,908	Bachelor's Degree relevant to the job	None	None	Career Service (Professional)-2nd level eligibility	NA	Office of the Municipal Accountant
7	Municipal Government Department Head I (Municipal Health Officer)	67	24	86742	Doctor of Medicine	None	3 years experience as Medical Practitioner	RA 1080 (Doctor of Medicine)	NA	Municipal Health Office
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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 24, 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](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.

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

HON. NORMAN D. SABDAO THRU JANE D. PAJARES  
MUNICIPAL MAYOR/HRMO II  
Real St., 6518 San Miguel, Leyte  
[jgusanmiguel\\_01@yahoo.com](mailto:jgusanmiguel_01@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.