


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:

Date: September 14, 2021

  
JULIUS S. AMBIDA  
HRMO I-Designate

| No. | Position Title (Parent/Child Title, if applicable)                                 | Plantilla Item No. | Salary/Job/ Pay Grade | Monthly Salary | Qualification Standards  |  |   |  | Eligibility   | Competency (if applicable) | Place of Assignment                    |
|-----|--|--------------------|-----------------------|----------------|--|--|---|--|---------------|----------------------------|--|
|     |  |                    |                       |                | Education  | Training   | Experience  | None required  |               |                            |  |
| 1   | Executive Assistant II   | 2-1                | 17                    | 29,990         | College Graduate   | None required                                      | None required   | None required  | None required | N/A                        | Office of the Municipal Mayor          |
| 2   | Tourism Operations Officer I   | 3-2                | 11                    | 17,908         | Bachelor's Degree in Tourism, Business, Law, Economics, or any other related field | None required                                      | None required   | None required  | None required | N/A                        | Office of the Municipal Mayor          |
| 3   | Administrative Aide III (Driver I)   | 8                  | 3                     | 10,179         | Elementary school graduate   | None required                                      | None required   | None required  | None required | N/A                        | Office of the Municipal Mayor          |
| 4   | Administrative Aide III (Utility Worker II)  | 11                 | 3                     | 10,179         | Must be able to read and write   | None required                                      | None required   | None required  | None required | N/A                        | Office of the Municipal Mayor          |
| 5   | MUNICIPAL GOVERNMENT DEPARTMENT HEAD I Human Resource Management Officer V (HRMO)  | 15-27              | 24                    | 65,057         | Masteral Degree  | 24 hours of training in management and supervision | 3 years position/s involving management & supervision | Career Service (Professional)/Second Level Eligibility   | N/A           | N/A                        | Office of the HRMO                     |
| 6   | Administrative Officer IV (HRMO II)  | 15-28              | 15                    | 25,181         | Bachelor's Degree relevant to the job  | 4 hours relevant training                          | 1 year relevant experience                            | Career Service (Professional)/2nd Level Eligibility      | N/A           | N/A                        | Office of the HRMO                     |
| 7   | Budgeting Assistant  | 38-1               | 8                     | 13,688         | Completion of two years in college   | 40 hours of relevant training                      | 1 year of relevant experience                         | Career Service (Subprofessional)/First Level Eligibility | N/A           | N/A                        | Office of the Municipal Budget Officer |
| 8   | Municipal Government Department Head I (Chief Environmental Management Specialist) | 15-22              | 24                    | 65,057         | Master's Degree or Certificate in Leadership and Management from the CSC           | supervisor/management learning and development     | 3 years of supervisory/management experience          | Career Service (Professional)/2nd Level Eligibility      | N/A           | N/A                        | Office of the MENRO                    |
| 9   | Municipal Government Department Head I (Municipal Treasurer)                       | 44                 | 24                    | 65,057         | Bachelor's Degree preferable Commerce, Public Administration or Law                | None Required                                      | 3 years experience in treasury or accounting service  | Career Service (Professional)/Second Level Eligibility   | N/A           | N/A                        | Office of the Municipal Treasurer      |
| 10  | Market Inspector I   | 50-1               | 6                     | 12,150         | Completion of two-year studies in college  | None required                                      | None required   | Career Service(Subprofessional)/First Level Eligibility  | N/A           | N/A                        | Office of the Municipal Treasurer      |

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 September 29, 2021.

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:

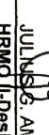
HON. NORMAN D. SABDAO THRU JULIUS G. AMBIDA  
Municipal Mayor & HRMO II-Designate  
Real St., 6518, San Miguel, Leyte

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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Date: September 14, 2021

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|-----|---|--------------------|------------------------|----------------|---|---------------|---|---------------|----------------------------------|----------------------------|--|
|     |   |                    |                        |                | Education   | Training      | Experience  | Eligibility   |                                  | Competency (if applicable) |  |
| 1   | Administrative Aide III (Driver I)  | 15-12              | 3                      | 10179          | High School Graduate  | None Required | None Required   | None Required | Driver's License                 | NA                         | Office of the San Miguel Waterworks System           |
| 2   | Local legislative Staff II  | 31-1               | 2                      | 9593           | Elementary Graduate   | None Required | None Required   | None Required | None Required                    | NA                         | Office of the Municipal Vice Mayor/Sangguniang Bayan |
| 3   | Municipal Government Department Head I (Municipal Health Officer)                     | 67                 | 24                     | 86742          | Doctor of Medicine  | None Required | 3 years experience as Medical Practitioner                      | None Required | RA 1080                          | NA                         | Municipal Health office                              |
| 4   | Agricultural Technologist   | 62                 | 10                     | 15904          | Bachelor's degree in Agriculture or other Allied courses, such as, Agricultural Engineering, Fishery Technology & Veterinary Medicine | None required | None required   | None required | RA 1080                          | N/A                        | Office of the Municipal Agriculturist                |
| 5   | Municipal Government Department Head (Municipal Planning and Development Coordinator) | 35                 | 24                     | 65057          | Bachelor's Degree preferably in urban Planning Development Studies in Economics, Public Administration or any related course          | None required | 3 years experience in development planning or any related field | None required | RA 1080 (Environmental Planning) | N/A                        | Office of the MPDC                                   |
| 6   |   |                    |                        |                |   |               |   |               |                                  |                            |  |
| 7   |   |                    |                        |                |   |               |   |               |                                  |                            |  |
| 8   |   |                    |                        |                |   |               |   |               |                                  |                            |  |
| 9   |   |                    |                        |                |   |               |   |               |                                  |                            |  |
| 10  |   |                    |                        |                |   |               |   |               |                                  |                            |  |

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Municipal Mayor & HRMO I-Designate  
Real St., 6518, San Miguel, Leyte

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Electronic copy to be submitted to the CSC FO must be in MS Excel format

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**JULIUS G. AMBIDA**  
 HRMO II-Designate  
 Date: \_\_\_\_\_  
 SEPTEMBER 14, 2021

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|-----|--|--------------------|------------------------|----------------|--------------------------------|---------------|---------------|---------------|---------------------|-------------------------------|
|     |  |                    |                        |                | Education                      | Training      | Experience    | Eligibility   |                     | Competency (if applicable)    |
| 1   | Administrative Aide I (Casuals)                        |                    | 1                      | 8633           | Must be able to read and write | None required | None required | None Required | NA                  | Office of the Municipal Mayor |
| 2   |  |                    |                        |                |                                |               |               |               |                     |                               |
| 3   |  |                    |                        |                |                                |               |               |               |                     |                               |
| 4   |  |                    |                        |                |                                |               |               |               |                     |                               |
| 5   |  |                    |                        |                |                                |               |               |               |                     |                               |
| 6   |  |                    |                        |                |                                |               |               |               |                     |                               |
| 7   |  |                    |                        |                |                                |               |               |               |                     |                               |
| 8   |  |                    |                        |                |                                |               |               |               |                     |                               |
| 9   |  |                    |                        |                |                                |               |               |               |                     |                               |
| 10  |  |                    |                        |                |                                |               |               |               |                     |                               |

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