

Republic of the Philippines  
**MGO SOGOD, 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 SOGOD, SOUTHERN LEYTE in the CSC website:

  
**JOSEPHINE T. TERANTE**  
HRMO

Date: February 02, 2022

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	Agricultural Technologist	88	10	18,024.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology, and Veterinary Medicine	None required	None required	Relevant RA 1080	N/A	Office of the Municipal Agriculturist
2	Administrative Aide IV (Bookbinder II)	124	4	12,240.00	Elementary School Graduate	None required	None required	None required (MC II, s. 96-Cat. III)	N/A	Office of the Municipal Vice Mayor
3	Administrative Assistant I (Bookbinder II)	136	7	14,602.00	Elementary School Graduate	None required	None required	None required (MC II, s. 96-Cat. III)	N/A	Office of the Municipal Engineer
4	Engineer II	135	16	31,134.00	Bachelor's degree in Engineering relevant to the job	4 hours of relevant training	1 year of relevant experience	R.A. 1080	N/A	Office of the Municipal Engineer
5	Administrative Assistant V (Data Controller III)	39	11	20,295.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	8 Hours of Relevant training	2 years of relevant experience	Career Service (Subprofessional) Data Encoder (MC II, s. 96-Cat. I) First Level Eligibility	N/A	Office of the Municipal Budget
6	Construction and Maintenance Capataz	138	5	12,984.00	Elementary School Graduate	None required	None required	None required (MC II, s. 96-Cat. III)	N/A	Office of the Municipal Engineer
7	Administrative Assistant II (Accounting Clerk III)	125	8	15,513.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	Office of the Municipal Accounting
8	Tourism Operations Officer I	122	11	20,295.00	Bachelor Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	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 February 18, 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:

**JOSEPHINE T. TERANTE**  
HRMO-Designate  
Zone-I, Sogod, Southern Leyte  
[sogodlgu2021@gmail.com](mailto:sogodlgu2021@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.