

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: April 27, 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	Nurse III	63	17	41,508.00	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	N/A	Office of the Municipal Health Officer	
2	Sanitation Inspector I	74	6	16,877.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	Office of the Municipal Health Officer	
3	Sanitation Inspector I	75	6	16,877.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	Office of the Municipal Health Officer	
4	Administrative Assistant V (Data Controller (II))	39	11	21,623.00	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 Officer	
5	Agricultural Technician II	101	8	16,148.00	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 Agriculturist	
6	Administrative Aide II (Messenger)	110	2	11,309.00	Elementary School Graduate	None required	None required	None required (MC II, s. 96-Cat. III)	N/A	Office of the Municipal Treasurer	
7	Administrative Aide I (Utility Worker I)	44	1	10,639.00	Must be able to read and write	None required	None required	None required (MC II, s. 96-Cat. III)	N/A	Office of the Municipal Accountant	

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 May 12, 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;
 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 encourages all interested and qualified applicants and promotes equal opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, Person of disability (PWD), 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:

JOSEPHINE T. TERANTE
HRMO-Designate
Zone I, Sogod, Southern Leyte
sogodjtz021@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.