

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 filed, at the MGO SOGOD, SOUTHERN LEYTE in the CSC website:

JOSEPHINE T. TERANTE

HRMO

Date: December 7, 2022

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility			
1	MGDH I (Executive Assistant V)	142	24	75,149.00	Bachelor's degree	24 hours of training	4 years of experience	Career Service (Professional) Second Level Eligibility	N/A	Office of the Municipal Mayor	
2	Supervising Labor and Employment Officer	139	22	59,469.00	Bachelor's degree	16 hours of relevant training	3 years of experience	Career Service (Professional) Second Level Eligibility	N/A	Office of the Municipal Mayor	
3	Tourism Operations Officer II	140	15	29,832.00	Bachelor's degree in tourism, business, law economics, marketing, public administration or other related fields	8 hours of relevant training	1 year experience	Career Service (Professional) Second Level Eligibility	N/A	Office of the Municipal Mayor	
4	Local Disaster Risk Reduction and Management Officer I	105	11	21,623.00	Bachelor's degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	N/A	Office of the Municipal Mayor	
5	Local Legislative Staff Officer I	141	11	21,623.00	Bachelor's degree of relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	N/A	Sangguniang Bayan	
6	Project Development Assistant	29	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	MPDC	
7	MGDH I (Municipal Civil Registrar)	34	24	75,149.00	Bachelor's degree	None Required	3 years experience in registry work	Career Service (Professional) Second Level Eligibility	N/A	Office of the Municipal Civil Registrar	
8	Disability Affairs Officer III	146	18	36,423.00	Bachelor's degree	8 hours of relevant training on disability affairs	2 years relevant experience on disability affairs	Career Service (Professional) Second Level Eligibility	N/A	MSWDO	
9	Administrative Assistant II (Data Controller II)	143	8	16,148.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) Data Encoder (MC 11, s.96-Cat. I) First Level Eligibility	N/A	Office of the Municipal Treasurer	
10	Administrative Aide IV (Bookbinder II)	144	4	12,744.00	Elementary School Graduate	None Required	None Required	None Required (MC 11, s.96-Cat. III)	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 December 22, 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/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/mail their application to:

JOSEPHINE T. TERANTE

HRMO-Designate

Zone-I, SOGOD, Southern Leyte

sogodhr2021@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.