

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: December 13, 2021

No.	Position Title (Parenthetical Title, if applicable)	Planilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Local Disaster Risk Reduction & Management Officer IV	120	22	56,837.00	Bachelor's degree	16 hours of relevant training on DRRM	3 years of relevant experience on DRRM	Career Service Professional/ 2nd Level Eligibility	N/A	Office of the Municipal Mayor
2	Administrative Assistant I (Bookbinder III)	123	7	13,989.00	Elementary School Graduate	None Required	None Required	None Required (MC II, s. 96- Cal.II)	N/A	Office of the Municipal Mayor
3	Local Assessment Operations Officer III	128	18	35,835.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service Professional/ 2nd Level Eligibility	N/A	Office of the Municipal Assessor
4	Nurse III	62	17	38,464.00	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
5	Midwife II	68	11	22,316.00	Completion of the Midwifery Course	4 hours of relevant training	1 year of relevant experience	RA 1080	N/A	Office of the Municipal Health Officer
6	Midwife II	70	11	22,316.00	Completion of the Midwifery Course	4 hours of relevant training	1 year of relevant experience	RA 1080	N/A	Office of the Municipal Health Officer
7	Midwife II	72	11	22,316.00	Completion of the Midwifery Course	4 hours of relevant training	1 year of relevant experience	RA 1080	N/A	Office of the Municipal Health Officer
8	Social Welfare Officer II	130	15	27,245.00	Bachelor's degree in Social Work	4 hours of relevant training	1 year of relevant experience	RA 1080 (Social Worker)	N/A	Office of the M/SWDO
9	Environment Management Specialist II	133	15	27,245.00	Bachelor's Degree relevant to the job.	4 hours of relevant training	1 year of relevant experience	Career Service Professional/ 2nd Level Eligibility	N/A	Office of the Municipal Agriculturist

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 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;
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
sogodjtu2021@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.