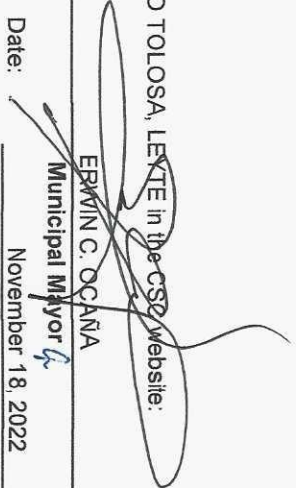


Republic of the Philippines
MGO TOLOSA, LEYTE
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the MGO TOLOSA, LEYTE in the CSC website:


ERWIN C. OCANA
Municipal Mayor
Date: November 18, 2022

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					
					Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1	Local Disaster Risk Reduction Management Officer- II	002-044	15	282036	Bachelor's Degree	4 hours of relevant training on DRRM	1 year of relevant experience of DRRM	CS Professional Second Level Eligibility		MDRRMO Tolosa
2	Nurse I	006-015	15	402900	Bachelor of Science in Nursing	None Required	None Required	RA 1080 (Nurse)		Rural Health Unit
3	Nurse I	006-116	15	402900	Bachelor of Science in Nursing	None Required	None Required	RA 1080 (Nurse)		Rural Health Unit
4	Administrative Aide II (Bookbinder I)	001-021	2	107436	Elementary School Graduate	None Required	None Required	None Required MC II s. 96 Cat. III		Mayor's Office

5	Administrative Aide II (Bookbinder I)	001-022	2	107436	Elementary School Graduate	None Required	None Required	None Required	None Required	None Required	None Required	MC II s. 96 Cat. III	Mayor's Office
6	Administrative Aide II (Bookbinder I)	001-024	2	107436	Elementary School Graduate	None Required	None Required	None Required	None Required	None Required	None Required	MC II s. 96 Cat. III	Mayor's Office
7	Administrative Aide II (Laborer I)	006-111	2	107436	Elementary School Graduate	None Required	None Required	None Required	None Required	None Required	None Required	MC II s. 96 Cat. III	Municipal Social Welfare and Development Office
8	Administrative Aide II (Laborer I)	006-112	2	107436	Elementary School Graduate	None Required	None Required	None Required	None Required	None Required	None Required	MC II s. 96 Cat. III	Municipal Social Welfare and Development Office LGU Tolosa
9	Administrative Aide II (Bookbinder I)	006-113	2	107436	Elementary School Graduate	None Required	None Required	None Required	None Required	None Required	None Required	MC II s. 96 Cat. III	Municipal Social Welfare and Development Office LGU Tolosa
10	Administrative Aide II (Bookbinder I)	006-128	2	107436	Elementary School Graduate	None Required	None Required	None Required	None Required	None Required	None Required	MC II s. 96 Cat. III	Municipal Agriculture's Office LGU Tolosa
11	Administrative Aide II (Bookbinder I)	006-129	2	107436	Elementary School Graduate	None Required	None Required	None Required	None Required	None Required	None Required	MC II s. 96 Cat. III	Municipal Agriculture's Office LGU Tolosa
12	Administrative Aide II (Bookbinder I)	006-130	2	107436	Elementary School Graduate	None Required	None Required	None Required	None Required	None Required	None Required	MC II s. 96 Cat. III	Municipal Agriculture's Office

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 13, 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 **present position for one (1) year** (if applicable)
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.
5. This Office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, 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:

ERWIN C. OCAÑA

Municipal Mayor

Municipal Hall, Brgy. Imelda, Tolosa, Leyte

tolo_usa6503@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.