

Republic of the Philippines
MGO TOMAS OPPUS, 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 (LGU Tomas Oppus) in the CSC website:


ROGELIO A. LAYO

MGADH I


Date: 12/09/2022

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	Administrative Aide I (Utility Worker I)	85	1	P8,424.00	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III, as amended)	N/A	LGU Tomas Oppus
2	Administrative Aide IV (Clerk II)	34	4	P10,080.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional), First Level Eligibility	N/A	LGU Tomas Oppus
3	Tourism Operations Officer I	71	11	P16,714.00	Bachelor's degree in tourism, business, law, economics, marketing, public administration or other related fields	None required	None required	Career Service (Professional), Second Level Eligibility	N/A	LGU Tomas Oppus
4	Local Disaster Risk Reduction Management Officer I	41	11	P16,714.00	Bachelor's Degree	None required	None required	Career Service (Professional), Second Level Eligibility	N/A	LGU Tomas Oppus
5	Statistician I	84	11	P16,714.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional), Second Level Eligibility	N/A	LGU Tomas Oppus
	nothing follows.									

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 Dec. 25, 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 highly encourage all interested and qualified applicants and promotes equal employment opportunity to all men and women at all level of position without discrimination regardless of age, gender, civil status, person with disability (PWD) religion, ethnicity, political affiliation to include members o 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:


ROGELIO A. LAYO

MGADH I

LGU-Tomas Oppus, Southern Leyte

abnerlayo68@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.