

Republic of the Philippines
MGO ABUYOG, 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 ABUYOG, LEYTE in the CSC website:

MARY
MARIA MARLY A. TISADO

HRMO IV

Date: May 14, 2024

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	Agricultural Technologist	221	10	20858	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None required	None required	Relevant to RA 1080, as amended, (Agriculturist, Agricultural Engineer, Fisheries Technologist and Veterinarian, depending on the functions, duties and responsibilities as indicated in the Position Description Form)	None	Municipal Agriculture Office
2	Administrative Assistant III (Senior Bookkeeper)	167	9	19090	Completion of two years of studies in college (prior to 2018); Or Completion of Grade 12/ Senior High School (starting 2018)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional/First Level Eligibility)	N/A	Municipal Accountant's Office
3	Administrative Aide IV (Clerk II)	141	4	14027	Completion of two years of studies in college (prior to 2018); Or Completion of Grade 12/ Senior High School (starting 2018)	None required	None required	Career Service (Subprofessional/First Level Eligibility)	N/A	Municipal Civil Registrar
4	Administrative Aide III (Utility Worker II)	176	3	13210	Must be able to read and write	None required	None required	None required (MC 11, s. 96-Cat. III)	N/A	Municipal Accountant's Office
5	Administrative Aide I (Utility Worker I)	105	1	11700	Must be able to read and write	None required	None required	None required (MC 11, s. 96-Cat. III)	N/A	SB (Secretary to the Sanggunian)

6	Administrative Aide I (Utility Worker I)	213	1	11700	Must be able to read and write	None required	None required	None required (MC 11, s. 96-Cat. III)	N/A	Municipal Social Welfare and Development Office
7	Administrative Aide I (Utility Worker I)	105	1	11700	Must be able to read and write	None required	None required	None required (MC 11, s. 96-Cat. III)	N/A	SB (Secretary to the Sanggunian)
8	Administrative Aide I (Utility Worker I)	246	1	13000	Must be able to read and write	None required	None required	None required (MC 11, s. 96-Cat. III)	N/A	Municipal Health 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 May 29, 2024.

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 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:

HON. LEMUEL GIN K. TRAYA

Municipal Mayor

LGU-Abuyog

bplohrmo@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.