

Electronic copy to be submitted to the CSC FO must be in MS Excel format

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:

MARIA MARLY A. TISADO

HRMO - Designate

Date: September 12, 2023

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	Computer Programmer	46	15	31,587.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Abuyog Community College
2	Guidance Counselor II	53	11	22,895.00	Master's degree in Guidance and Counseling	None required	None required	RA 1060 (Guidance Counselor)	N/A	Abuyog Community College
3	Administrative Officer I (Records Officer I)	56	10	19,971.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Abuyog Community College
4	Administrative Aide VI (Labor Foreman)	5	6	15,189.00	High School Graduate	None required	None required	None required (MC 11, s. 56 - Cat. III)	N/A	Municipal Tourism, Culture and Sports Development Office
5	Electrician I	113	4	13,494.00	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Electrician (MC 11, s. 96 - Cat. II)	N/A	Abuyog Community College
6	Watchman I	116	2	11,975.00	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)	N/A	Abuyog Community College

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 September 27, 2023.

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:

MARIA MARLY A. TISADO

HRMO - Designate

LGU-Abuyog

oplahrma@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.