

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


ATTY. LITO E. ODON
HRMO

Date: May 31, 2023

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	Municipal Agriculturist	39	24	66,308.00	A holder of a college degree in agriculture or other allied course such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine.	none required	3 years experience in Agriculture and practice of profession or in a related field	RA 1080		MAO

2	Municipal Social Welfare and Development Officer	46	24	66,308.00	Holder of a college degree preferably in sociology or any other related course from a recognized college	none required	3 years experience in practice of Social Work or in a related field	RA 1080 (RSW)		MSWDO
3	Day Care Worker 1	4	7	13,424.00	High School graduate	none required	none required	None required (MC 11, s 1996 Cat III)		MO
4	Municipal Accountant	68	24	66,308.00	A holder of a college degree preferably Accountancy from a recognized college or university .	none required	3 years experience in the Treasury or Accounting service	RA 1080		MACCO
5	Agricultural Technogist	41	10	16,643.00	Bachelor's Degree in Agriculture or other allied course such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine.	none required	none required	RA1080		MAO

6	Agricultural Technologist	40	10	16,643.00	Bachelor's Degree in Agriculture or other allied course such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine.	none required	none required	RA1081		MO
7	Agricultural Technologist	43	10	16,643.00	Bachelor's Degree in Agriculture or other allied course such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine.	none required	none required	RA1080		MAO
8	Agricultural Technologist	44	10	16,643.00	Bachelor's Degree in Agriculture or other allied course such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine.	none required	none required	RA1080		MAO

9	Computer Operator I	84	7	13,424.00	Completion of two years in college or High School Graduate with relevant vocational trade course	none required	none required	Carrer Service (Sub-Prof)Data Encoder (MC 11 s 96 Cat.I)		MTO
10	Assistant Registration Officer	67	8	14,249.00	Completion of two years in college	4 hours relevant training	1 year relevant experience	Carrer Service (Sub-Prof)		MCR
11	Population Program Worker 1	6	5	11,932.00	Completion of two years in college	none required	none required	Carrer Service (Sub-Prof)		MO
12	Disbursing Officer II	83	8	14,249.00	Bachelor's Degrre relevant to thejob	4 hours relevant training	1 year relevant expeience	CSC Sub-Proof		MO
13	Revenue Collection Clerk II	76	7	13,424.00	Completion of two years in college	none required	none required	Carrer Service (Sub-Prof)		MTO
14	Clerk II	7	4	11,245.00	Completion of two years in college or High School Graduate with relevant vocational trade course	none required	none required	Career Service (Sub-Prof)		MO

15	Assistant Municipal Treasurer	25	22	52,472.00	Holder of a college degree preferably in commerce, public administration, or law from a recognized college or university.	none required	Three (3) years experience in the treasury and accounting service	Carrer Service (Prof)		MTO
16	Midwife III	54	13	29,798.00	Completion of Midwifery Course	8 Hours of relevant training	Two years of relevant experience	RA 1080		RHU
17	Management and Audit Analyst IV	69	22	51311	Bachelor's degree relevant to the job	16 hours relevant training	3 years relevant experience	Career Service (Professional) Second Level Eligibility		MACCO
18	Municipal Planning and Development Coordinator	34	24	65057	Bachelors degree preferably in urban planning development studies. Economics, public administration or any realted course	none required	Three (3) years experience in development planning or any realted field	RA 1080 (Environmental Planner)		MPDO

19	Municipal Budget Officer	32	24	65057	Holder of college degree preferably in accounting economics, public administration or any related course from a recognized college or university.	none required	Three (3) years experience in budgeting or any related field	Career Service (Professional) Second Level Eligibility		MBO
20	Municipal Engineer	62	24	66,308.00	Holder of a college degree preferably civil engineering .	none required	He must have acquired experience in the practice of his profession for at least three (3) years.	RA 1081		MEO

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 June 15, 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 experience (SOGIE).

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

ATTY. LITO E. ODON

HRMO V

Municipal Compound, Babatngon, Leyte

lgu.babatngonleyte@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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