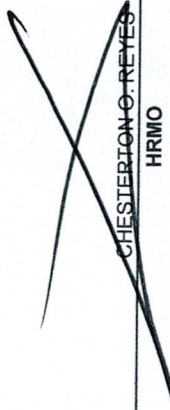


Republic of the Philippines
MGO SAN MIGUEL, LEYTE
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

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


CHESTERION O. REYES
HRMO

Date: April 16, 2024

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Eligibility	Competency (if applicable)	Place of Assignment
					Education	Training	Experience				
1	Senior Tourism Operations Officer	3-1	18	35044	Bachelor's Degree in tourism, business, law, economics, marketing, public administration or other related fields	8 hours of relevant training on tourism or DOT specific and mandatory trainings such as but not limited to the following: A. Tourism Awareness and Capability Building Seminar for LGUs B. Seminar on Disaster Risk Reduction and Management C. Basic Tourism Statistics Training (BTST) D. Local Tourism Guidebook Orientation and; E. Seminar on Gender Development Orientation	2 years of work experience and involvement in the tourism industry either in the private sector or government	Career Service (Professional) Second Level Eligibility		Office of the Municipal Mayor	
2	Social Welfare Officer III	64-1	18	35044	Bachelor's Degree in Social Work	8 hours of relevant training	2 years of relevant experience	RA 1080 (Social Worker)		Office of the Municipal Social Welfare and Development Officer	
3	Administrative Assistant II (Budgeting Assistant)	38-1	8	14808	Completion of Two (2) years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility		Office of the Municipal Budget Officer	
					xxxxx NOTHING FOLLOWS xxxxx						

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 1, 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 sexual orientation, gender identity and expression (SOGIE).

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

ATTY. NORMAN D. SABDAO
Municipal Mayor
LGU San Miguel, San Miguel, Leyte
mpdcsanmiguel23@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.