

Republic of the Philippines
MGO JAVIER (BUGHO), 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 JAVIER (BUGHO), LEYTE in the CSC website:

LELIS
LELIS S. OBIDOS
HRMO

Date: 12/04/2023

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	Tourism Operations Officer II	134	15	27,464.00	Bachelor's degree in tourism, business, law, economics, marketing, public administration or other related fields	4 hours of relevant training on tourism or DOT specific and mandatory trainings such as but not limited to the following: * Tourism Awareness & Capability Building Seminar for LGU's * Seminar on Disaster Risk Reduction & Management * Basic Tourism Statistics Training (BTST) * Local Tourism Guidebook Orientation and; * Seminar on Gender and Development Orientation	1 year of work experience and involvement in the tourism industry either in the private sector or the government	Career Service (Professional) / Second Level Eligibility	N/A	Office of the Municipal Mayor

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 December 20, 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).

For Person with Disability (PWD) applicants should you need any assistance, please notify the HR Office prior to your scheduled date of exam and interview.
QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

LELIS S. OBIDOS

HRMO II

Poblacion Zone I, Javier, Leyte

lgujavierhr@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.