

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


ALLAN P. CHAVERO
HRMO

Date: April 3, 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	Administrative Aide I (Utility Worker I)	010	1	10,400.00	Must be able to read and write	None required	None required	None Required (CSC MC 11, s. 96-Cat. III)	N/A	Mayor's Office
2	Administrative Aide I (Laborer I)	011-AD	1	10,400.00	Must be able to read and write	None required	None required	None Required (CSC MC 11, s. 96-Cat. III)	N/A	Mayor's Office
3	Administrative Aide I (Laborer I)	011-AE	1	10,400.00	Must be able to read and write	None required	None required	None Required (CSC MC 11, s. 96-Cat. III)	N/A	Mayor's Office
4	Administrative Aide I (Laborer I)	011-AF	1	10,400.00	Must be able to read and write	None required	None required	None Required (CSC MC 11, s. 96-Cat. III)	N/A	Mayor's Office
5	Administrative Aide I (Utility Worker I)	011-AG	1	10,400.00	Must be able to read and write	None required	None required	None Required (CSC MC 11, s. 96-Cat. III)	N/A	Mayor's Office
6	Administrative Aide I (Utility Worker I)	011-AH	1	10,400.00	Must be able to read and write	None required	None required	None Required (CSC MC 11, s. 96-Cat. III)	N/A	Mayor's Office
7	Administrative Aide I (Laborer I)	013-D	1	10,400.00	Must be able to read and write	None required	None required	None Required (CSC MC 11, s. 96-Cat. III)	N/A	Market & Slaughterhouse Office
8	Administrative Aide I (Laborer I)	013-E	1	10,400.00	Must be able to read and write	None required	None required	None Required (CSC MC 11, s. 96-Cat. III)	N/A	Market & Slaughterhouse Office
9	Administrative Aide I (Laborer I)	013-F	1	10,400.00	Must be able to read and write	None required	None required	None Required (CSC MC 11, s. 96-Cat. III)	N/A	Market & Slaughterhouse Office
10	Administrative Aide I (Laborer I)	013-G	1	10,400.00	Must be able to read and write	None required	None required	None Required (CSC MC 11, s. 96-Cat. III)	N/A	Market & Slaughterhouse Office
11	Administrative Aide I (Laborer I)	013-H	1	10,400.00	Must be able to read and write	None required	None required	None Required (CSC MC 11, s. 96-Cat. III)	N/A	Market & Slaughterhouse Office
12	Administrative Aide I (Utility Worker I)	013-I	1	10,400.00	Must be able to read and write	None required	None required	None Required (CSC MC 11, s. 96-Cat. III)	N/A	Market & Slaughterhouse Office
13	Administrative Aide I (Utility Worker I)	013-J	1	10,400.00	Must be able to read and write	None required	None required	None Required (CSC MC 11, s. 96-Cat. III)	N/A	Market & Slaughterhouse Office
14	Administrative Aide I (Utility Worker I)	013-K	1	10,400.00	Must be able to read and write	None required	None required	None Required (CSC MC 11, s. 96-Cat. III)	N/A	Market & Slaughterhouse Office
15	Administrative Aide I (Utility Worker I)	013-L	1	10,400.00	Must be able to read and write	None required	None required	None Required (CSC MC 11, s. 96-Cat. III)	N/A	Market & Slaughterhouse Office
16	Administrative Aide I (Utility Worker I)	029-C	1	10,400.00	Must be able to read and write	None required	None required	None Required (CSC MC 11, s. 96-Cat. III)	N/A	Mun. Planning & Dev't. Office
17	Administrative Aide I (Utility Worker I)	032-B	1	10,400.00	Must be able to read and write	None required	None required	None Required (CSC MC 11, s. 96-Cat. III)	N/A	Municipal Civil Registrar's Office
18	Administrative Aide I (Laborer I)	035-E	1	10,400.00	Must be able to read and write	None required	None required	None Required (CSC MC 11, s. 96-Cat. III)	N/A	Mun. Engineer's Office
19	Administrative Aide I (Laborer I)	035-F	1	10,400.00	Must be able to read and write	None required	None required	None Required (CSC MC 11, s. 96-Cat. III)	N/A	Mun. Engineer's Office
20	Administrative Aide I (Laborer I)	035-G	1	10,400.00	Must be able to read and write	None required	None required	None Required (CSC MC 11, s. 96-Cat. III)	N/A	Mun. Engineer's Office
21	Administrative Aide I (Laborer I)	035-H	1	10,400.00	Must be able to read and write	None required	None required	None Required (CSC MC 11, s. 96-Cat. III)	N/A	Mun. Engineer's Office
22	Administrative Aide I (Utility Worker I)	035-I	1	10,400.00	Must be able to read and write	None required	None required	None Required (CSC MC 11, s. 96-Cat. III)	N/A	Mun. Engineer's Office
23	Administrative Aide I (Utility Worker I)	038-C	1	10,400.00	Must be able to read and write	None required	None required	None Required (CSC MC 11, s. 96-Cat. III)	N/A	Mun. Budget Office
24	Administrative Aide I (Utility Worker I)	043-C	1	10,400.00	Must be able to read and write	None required	None required	None Required (CSC MC 11, s. 96-Cat. III)	N/A	Mun. Accountant's Office
25	Administrative Aide I (Utility Worker I)	056-I	1	10,400.00	Must be able to read and write	None required	None required	None Required (CSC MC 11, s. 96-Cat. III)	N/A	Mun. Treasurer's Office
26	Administrative Aide I (Utility Worker I)	063-B	1	10,400.00	Must be able to read and write	None required	None required	None Required (CSC MC 11, s. 96-Cat. III)	N/A	Mun. Assessor's Office
27	Administrative Aide II (Messenger)	068-B	2	11,055.00	Elementary School Graduate	None required	None required	None Required (CSC MC 10, s. 2013-Cat. III)	N/A	Mun. Social Welfare & Dev't. Office
28	Administrative Aide I (Laborer I)	068-E	1	10,400.00	Must be able to read and write	None required	None required	None Required (CSC MC 11, s. 96-Cat. III)	N/A	Mun. Social Welfare & Dev't. Office
29	Administrative Aide I (Laborer I)	068-F	1	10,400.00	Must be able to read and write	None required	None required	None Required (CSC MC 11, s. 96-Cat. III)	N/A	Mun. Social Welfare & Dev't. Office
30	Administrative Aide I (Utility Worker I)	068-G	1	10,400.00	Must be able to read and write	None required	None required	None Required (CSC MC 11, s. 96-Cat. III)	N/A	Mun. Social Welfare & Dev't. Office
31	Administrative Aide I (Utility Worker I)	068-H	1	10,400.00	Must be able to read and write	None required	None required	None Required (CSC MC 11, s. 96-Cat. III)	N/A	Mun. Social Welfare & Dev't. Office

32	Administrative Aide I (Laborer I)	076-B	1	10,400.00	Must be able to read and write	None required	None required	None Required (CSC MC 11, s. 96-Cat. III)	N/A	Mun. Agriculture's Office
33	Administrative Aide I (Laborer I)	076-C	1	10,400.00	Must be able to read and write	None required	None required	None Required (CSC MC 11, s. 96-Cat. III)	N/A	Mun. Agriculture's Office
34	Administrative Aide I (Laborer I)	076-D	1	10,400.00	Must be able to read and write	None required	None required	None Required (CSC MC 11, s. 96-Cat. III)	N/A	Mun. Agriculture's Office
35	Administrative Aide I (Laborer I)	076-E	1	10,400.00	Must be able to read and write	None required	None required	None Required (CSC MC 11, s. 96-Cat. III)	N/A	Mun. Agriculture's Office
36	Administrative Aide I (Utility Worker I)	076-F	1	10,400.00	Must be able to read and write	None required	None required	None Required (CSC MC 11, s. 96-Cat. III)	N/A	Mun. Agriculture's Office
37	Administrative Aide I (Laborer I)	099	1	10,400.00	Must be able to read and write	None required	None required	None Required (CSC MC 11, s. 96-Cat. III)	N/A	Mun. Health Office
38	Administrative Aide I (Laborer I)	100	1	10,400.00	Must be able to read and write	None required	None required	None Required (CSC MC 11, s. 96-Cat. III)	N/A	Mun. Health Office
39	Administrative Aide I (Utility Worker I)	101	1	10,400.00	Must be able to read and write	None required	None required	None Required (CSC MC 11, s. 96-Cat. III)	N/A	Mun. Health Office
	X-X-X Nothing Follows x-x-x									

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 April 21, 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.

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:

ALLAN P. CHAVERO
 Human Resource Management Officer I
LGU-Palo, Leyte
0917 522 2222

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.