

Republic of the Philippines
MGO SILAGO, SOUTHERN 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 SILAGO, SOUTHERN LEYTE in the CSC website:


JENITH S. ANAVESA
HRMO

Date: July 28, 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	ADMINISTRATIVE OFFICER IV (Human Resource Management Officer IV)	10-2023	15	26,323.00	BACHELOR'S DEGREE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CS (PROFESSIONAL) Second Level Eligibility		SILAGO SO. LEYTE
2	ENGINEER I	33-2023	12	20,706.00	BACHELOR'S DEGREE IN ENGINEERING RELEVANT TO THE JOB	NONE REQUIRED	NONE REQUIRED	R.A. 1080 (ENGINEER)		SILAGO SO. LEYTE
3	REVENUE COLLECTION CLERK I	44	5	11,932.00	COMPLETION OF TWO YEARS STUDIES IN COLLEGE	NONE REQUIRED	NONE REQUIRED	CS (SUB-PROFESSIONAL) First Level Eligibility		SILAGO SO. LEYTE
4	SOCIAL WELFARE OFFICER II	55-2023	15	26,323.00	BACHELOR'S DEGREE IN SOCIAL WORK	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	R.A. 1080 (SOCIAL WORKER)		SILAGO SO. LEYTE
5	TOURISM OPERATIONS OFFICER I	80-2023	11	19,079.00	BACHELOR'S DEGREE IN TOURISM, BUSINESS, LAW, ECONOMICS, MARKETING, PUBLIC ADMINISTRATION OR OTHER RELATED FIELDS	NONE REQUIRED	NONE REQUIRED	CS (PROFESSIONAL) Second Level Eligibility		SILAGO SO. LEYTE
6	ACCOUNTING CLERK III	36	8	14,249.00	COMPLETION OF TWO YEARS STUDIES IN COLLEGE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CS (SUB-PROFESSIONAL) First Level Eligibility		SILAGO SO. LEYTE

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 August 12, 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 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:

JENITH S. ANAVESA

HRMO-I

LGU-SILAGO, SILAGO SOUTHERN LEYTE

anavesajenith@gmail.com