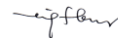


Republic of the Philippines  
**MGO MATAG-OB, LEYTE**  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the LOCAL GOVERNMENT UNIT OF MATAG-OB, LEYTE in the CSC website:



**EMERENCIANA L. TABON**  
MGDH I (HRMO)

Date: May 4, 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 GOVERNMENT DEPARTMENT HEAD 1 (LOCAL DISASTER RISK REDUCTION & MANAGEMENT OFFICER)	15	24	66,308.00	Bachelor's degree	24 hours training in management and supervision on DRRM	4 years in position involving management and supervision, 1 year of which is relevant to DRRM	Career Service Professional/ 2nd Level Eligibility	NONE	Municipal Disaster Risk Reduction & Management Office
2	LOCAL DISASTER RISK REDUCTION and MANAGEMENT OFFICER II (LDRRMO II)	15-a	15	26,323.00	Bachelor's degree	4 hours of relevant training on DRRM	1 year relevant experience on DRRM	Career Service Professional/ 2nd Level Eligibility	NONE	Municipal Disaster Risk Reduction & Management Office

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 19, 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](http://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).

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

**EMERENCIANA L. TABON**  
HRMO  
LGU-Matag-ob, San Guillermo, Matag-ob, Leyte  
[eme.lgumatagob@gmail.com](mailto:eme.lgumatagob@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**