

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: February 28, 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	MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (MUNICIPAL ADMINISTRATOR)	16	24	67, 559.00	Bachelors' degree preferably in Public Administration, Law or any related course	none required	three (3) years experience in management	First Grade or its equivalent	NONE	Municipal Administrator's Office
2	HEAVY EQUIPMENT OPERATOR II	15-b	6	13, 165.00	High School graduate or completion of relevant/vocational/trade course	none required	none required	Heavy Equipment Operator II (MC 11, s96-Cat.I)	NONE	Municipal Disaster and Risk Reduction Office
3	LABOR AND EMPLOYMENT OFFICER III	17-a	16	29, 754.00	Bachelors' degree preferably in any of the following: Operations Management (OM); Human Resource Management (HRM); Human Resource Development (HRD); and/or allied fields	4 hours of relevant training on employment facilitation	one (1) year of experience in program management relative to employment facilitation	Career Service Professional/ Second level Eligibility	NONE	Public Employment Services Office (PESO)
4	ELECTRICIAN II	10-d	6	13, 165.00	High School graduate or completion of relevant/vocational/trade course	none required	none required	Electrician (Building Wiring) (-250 volts) (MC 11, s96-Cat.I)	NONE	Municipal Engineering Office
5	ADMINISTRATIVE AIDE II (MESSENGER)	3-g	2	10, 364.00	Elementary School Graduate	none required	none required	none required (MC 11, s96-Cat. III)	NONE	Municipal Treasurers' 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 March 15, 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 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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.