



CSC WESTERN LEYTE SATELLITE OFFICE

3rd Floor New Ormoc City Hall, Aunubing Street, 6541 Ormoc City
Telefax: (053)832-3395; Email address: csc.westernleyte@gmail.com

BULLETIN OF VACANT POSITIONS IN THE GOVERNMENT

(Bulletin No. 17-11B, Pursuant to R.A. No. 7041)

As of November 29, 2017

BULLETIN OF VACANT POSITIONS

CSC Western Leyte Satellite Office, Ormoc City

As of November 29, 2017

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NOTE: Please submit your application documents to the agency where the vacancy is indicated.

Republic of the Philippines
(Name of Agency)
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request for the publication of the following vacant positions of Visayas State University, Baybay, Leyte in the CSC website:

Dr. EDGARDO E. TULIN

(Head of Agency)

Date: November 14, 2017

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	ENGINEER III	ENG3-1-2013	19	322,536	Bachelor's degree relevant to the job (Civil Eng'g)	8 hrs	2 yrs	RA 1080	<ol style="list-style-type: none"> 1. Commitment & delivering service excellence - complies with VSU's standards or level of service delivery and with deep sense of responsibility to render excellent service for the satisfaction of clients 2. Exemplifying integrity - complies with policies, rules and standards set by the university 3. Solving problems and decision making - provides and offers timely solutions to problems and decision dilemmas for prompt and effective service. 4. Planning and delivering - ability to plan programs, activities and projects to help attain the over all university mandate, priorities and commitments. 5. Championing and applying innovation - continuously innovates and finds ways to introduce new practices and procedures that will result to ease of doing things for improved customer service. 6. Demonstrating Personal Effectiveness - Recognizes personal strengths and gaps and is willing to utilize strengths at the same time, undergo required trainings and interventions to address competency gaps identified. 	General Service 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 December 8, 2017.

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 present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

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

Dr. LOURDES B. CANO

Director, ODAHRD/University President

ODAHRD, VSU, Visca, Baybay City, Leyte

lourdesbcano@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Republic of the Philippines
VISAYAS STATE UNIVERSITY-ISABEL
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Visayas State University - Isabel in the CSC website:

LUZVIMINDA A. TAJOS

Dean

Date: _____

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Admin. Assist. III	VISCAB-ADAS3-3-2010	9-1	203,832.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service First Level Eligibility		Isabel, Leyte
2										
3										
4										
5										

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 8, 2017.

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 present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

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

LUZVIMINDA A. TAJOS

Dean

Marvel, Isabel, Leyte

vsuisabel71@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Republic of the Philippines
(Name of Agency)
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Palompon Institute of Technology in the CSC website:

NORBERTO C. OLAVIDES
SUC President III

Date: 11/24/2017

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aide IV	PITB-ADA4-13-2011	4	145,860.00	Elementary School Graduate	None required	None required	Driver License (MC 11, s. 96 - Cat. II)	None required	Auxiliary General Services
2										
3										
4										
5										

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 15, 2017.

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 present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

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

NORBERTO C. OLAVIDES
SUC President III
Evangelista St., Palompon, Leyte
pit_suc@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Republic of the Philippines
DEPARTMENT OF EDUCATION, Ormoc City Division
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Department of Education, Ormoc City Division in the CSC website:

MANUEL P. ALBAÑO, Ph.D., CESO V
(Head of Agency)

Date: 24-Nov-17

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Teacher III	OSEC-DECSB-TCH3-540049-2016	13	279,084	Bachelor's degree majoring in the relevant strand/subject; or any Bachelor's degree plus at least 12 units towards a Master's degree in relevant strand/subject	4 hours of training relevant to the subject area specialization	1 year relevant teaching/industry work experience	RA 1080 (Teacher); if not, must pass the LET within five (5) yrs of hiring; CONTRACTUAL - NONE required		SR. HIGH SCHOOL
2	Teacher II	OSEC-DECSB-TCH2-544856-1998	12	256,644	BEED/BSED or Bachelor's degree plus 18 prof. units in Educ.	None Required	1 yr. relevant	RA 1080		Elementary
3	Teacher II	OSEC-DECSB-TCH2-540418-2016	12	256,644	Bachelor's degree majoring in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards a Master's degree in relevant strand/subject	None required	None required	-DO-		SR. HIGH SCHOOL
4	Teacher II	OSEC-DECSB-TCH2-540442-2016	12	256,644	-DO-	-DO-	-DO-	-DO-		SR. HIGH SCHOOL
5	Teacher II	OSEC-DECSB-TCH2+540423-2016	12	256,644	-DO-	-DO-	-DO-	-DO-		SR. HIGH SCHOOL
6	Teacher II	OSEC-DECSB-TCH2-540440-2016	12	256,644	-DO-	-DO-	-DO-	-DO-		SR. HIGH SCHOOL
7	Teacher I	OSEC-DECSB-TCH1-540613-2009	11	235,440	BEED/BSED or Bachelor's degree plus 18 prof. units in Educ.	NONE REQ.	NONE REQ.	RA 1080		Elementary

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 _____.

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 present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

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

MANUEL P. ALBAÑO, PH.D., CESO V
SCHOOLS DIVISION SUPERINTENDENT
BRGY. PUNTA, ORMOC CITY
deped.ormoc.hrmu@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Electronic copy to be submitted to the CSC FO
must be in MS Excel format



Republic of the Philippines
Department of Public Works and Highways
LEYTE THIRD
DISTRICT ENGINEERING OFFICE
Regional Office VIII
Villaba, Leyte

Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of DPWH 3rd LED, Villaba, Leyte in the CSC website:

LEO EDWARD L. OPPURA

(Head of Agency)

Date: November 23, 2017

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Engineer II	ENG2-933-2015	16	₱341, 004.00	BS in Engineering relevant to the job	4 hours of relevant training	1 year relevant experience	RA 1080		DPWH 3rd LED, Villaba, 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 December 12, 2017.

1. Fully accomplished Personal Data Sheet(PDS) with recent passport-sized picture (CS Form No. 212, Revised2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/licence; and
4. Photocopy of Transcript of Records.

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

LEO EDWARD L. OPPURA

OIC-District Engineer

DPWH 3rd LED

Crossing Suba, Villaba, Leyte

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Republic of the Philippines
PROVINCE OF LEYTE
CITY OF BAYBAY
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of
(Local Government of Unit of Baybay) in the CSC website:

CARMEN L. CARI

City Mayor

Date: November 8, 2017

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	CITY GOV'T. DEPT. HEAD I (City Health Officer II)	662	SG 25	72,452.00	Doctor of Medicine	None	5 years experience as medical practitioner	RA 1080	N/A	City Health 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 November 15, 2017.

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 present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

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

CARMEN L. CARI
City Mayor
City of Baybay, Leyte
R. Magsaysay St., Cor. D. Veloso St., Baybay City
bhromoposo@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

PWD's are encouraged to apply

Republic of the Philippines
CITY GOVERNMENT OF ORMOC
Request for the Publication of Vacant Positions

To: **CIVIL SERVICE COMMISSION (CSC)**

This is to request the publication of the following vacant positions of the City Government of Ormoc in the CSC website

RICHARD I. GOMEZ

(Head of Agency)

Date: November 13, 2017

No.	POSITION TITLE	Plantilla Item No.	Salary/Job/ Pay Grade	Annual Salary	Qualification Standards					
					Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1	CITY GOVERNMENT ASST. DEPT. HEAD I (Building Official)	75	SG-23	699,720.00	Masters Degree OR Cert. in Leadership and Mgt. frm CSC	Five(5)yrs. Suprvsory/Mgt. learning	120hrs. of supervisory/Mgt. learning & dev. Intervention undertaken w/ the last 5 years	RA 1080 (Civil Engineer)		OBO
2	ENGINEER IV	76	SG-22	633,396.00	Bachelors degree in Engineering Relevant to the job	Three(3)yrs. Relevant experience	Sixteen(16)hrs. of relevant training	RA 1080 (Civil Engineer)		OBO
3	BUILDING INSPECTOR I	84	SG-11	235,440.00	Bachelors degree in relevant to the job (Engineering)	None required	None required	CS Prof. 2nd level eligibility		OBO
4	SUPERVISING TOURISM OPR. OFFICER	675	SG-22	633,396.00	Master's deg. or Cert. in leadership and mgt. from CSC	Four (4) yrs. Suprvsory/Mgt. learning	Forty (40) hrs. of supervisory/Mgt. learning & dev. Intervention	CS Prof. 2nd level eligibility		City Tourism
5	TOURISM OPERATIONS OFFICER II	679	SG-15	330,780.00	Bachelors deg. Relevant to the job	One (1) yr. of relevant experience	Four (4) hrs of relevant training	CS Prof. 2nd level eligibility		City Tourism
6	ADMINISTRATIVE ASST. I	682/680/681	SG-17	235,440.00	Compl. Of two(2)yrs. In college or High School w/ rel. voc./trade course	None required	None required	CS Prof. 1st level eligibility		City Tourism
7	YOUTH DEV. OFFICER II	85	SG-14	303,480.00	Bachelors degree	None required	None required	CS Prof. 2nd level eligibility		City Youth Dev.
8	POPULATION PROG. OFFICER IV	478	SG-22	633,396.00	Bachelors degree	Three (3) years of relevant experience	Sixteen (16) hours of relevant training	CS Prof. 2nd level eligibility		IPGDO
9	POPULATION PROG. OFFICER I	479	SG-11	235,440.00	Bachelors degree	None required	None required	CS Prof. 2nd level eligibility		IPDGO

10	ADMINISTRATIVE ASST. II	481	SG-8	189,816.00	Completion of two (2) years in college or High School w/ rel. voc./trade course	One (1) year of relevant expr.	Four (4) hours of relevant training	CS Subprof 1st level eligibility		IPDGO
11	TRAFFIC OPERATIONS OFFICER IV	66	SG-22	633,396.00	Masters Degree OR Cert. in Leadership and Mgt. frm CSC	Four (4) yrs. Supervisory/Mgt. learning	Forty (40) hrs. of supervisory/Mgt. learning & dev. Intervention	CS Prof. 2nd level eligibility		IPDGO
12	TRAFFIC AIDE II	70/71/72	SG-5	155,700.00	High School Graduate	None required	None required	Nore required (MC 11s. 96 CAT III)		Traffic Mgt. Office
13	TRAFFICE AIDE I	74/73	SG-3	136,644.00	High School Graduate	None required	None required	Nore required (MC 11s. 96 CAT III)		Traffic Mgt. Office
14	ADMINISTRATIVE AIDE III	67	SG-3	136,644.00	Compl. Of two(2)yrs. In college or High School w/ rel. voc./trade course	None required	None required	CS Subprof. 1st. Lvl elig.		Traffic Mgt. Office
15	ADMINISTRATIVE AIDE II	69/68	SG-2	128,004.00	Must be able to read and write	None required	None required	None required		Traffic Mgt. Office
16	CITY GOV'T. DEPT. HEAD I (City Accountant)	189	SG-25	857,712.00	Bachelor's degree in commercial/Bus. Admin. Major in accounting	Five (5) yrs. Experience in treasury or Acct. Service	None required	RA 1080 Accountant		Accounting Office
17	ACCOUNTANT I	192	SG-12	256,644.00	Bachelor's degree in commercial/Bus. Admin. Major in accounting	None required	None required	RA 1080 Accountant		Accounting Office
18	SUPERVISING ADMIN. OFFICER (Management and Audit Analyst IV)	207	SG-22	633,396.00	Masters Degree OR Cert. in Leadership and Mgt. frm CSC	Four(4)yrs. Suprvsory/Mgt. learning	Forty(40)hrs. of supervisory/Mgt. learning & dev. Intervention udertaken w/ the last 5 years	CS Prof. 2nd lvl elig.		Accounting Office
19	MEDICAL OFFICER III	352	SG-21	573,348.00	Doctor of Medicine	None required	None required	RA 1080 Physician		CHO
20	DENTIST III	394	SG-20	519,000.00	Doctor of Medicine	Two(2)yrs. Relevant experience	Eight(8)hrs of relevant training	RA 1080 Dentist		CHO
21	DENTIST IV	393	SG-23	699,720.00	Doctor of Dental Medicine/Dental Surgery	Three(3)yrs. Relevant experience	Sixteen(16)hrs. of relevant training	RA 1080 Dentist		CHO
22	City Gov't. Dept. Head I (City Veterinarian I)	634	SG-25	857,712.00	Doctor of Veterinary Medicine	Three(3)yrs. Relevant experience in practice of veterinary	None required	RA 1080 Veterinarian		Veterinary Office
23	VETERINARIAN IV	635	SG-22	633,396.00	Doctor of Veterinary Medicine	Three (3)yrs. Relevant Experience	Sixteen(16)hrs. of relevant training	RA 1080 Veterinarian		Veterinary Office

24	SUPERVISING ENVIROMENTAL MANAGEMENT SPECIALIST II	671	SG-22	633,396.00	Masters Degree OR Cert. in Leadership and Mgt. frm CSC	Five (5) yrs of supervisory/mgt exp.	120hrs. of supervisory/Mgt. learning & dev. Intervention undertaken w/ the last 5 years	CS Prof. 2nd lvl elig.		ENRD
25	Environmental Mgt. Specialist II	672	SG-15	330,780.00	Bachelors degree relevant to the job	One(1)yr. of relevant expr.	Four(4)hrs of relevant training	CS Prof. 2nd lvl elig.		ENRD
26	City Gov't. Asst. Dept. Head I	670	SG-23	649,720.00	Master's degree or Cert. in leadership & Mgt. from CSC	Five(5)yrs of supervisory/Mgt. exp.	120hrs of supervisory & mgt. learning & intervention which taken last five years.			ENRD
26	City Gov't. Asst. Dept. Head I (Market Office)	683	SG-23	649,720.00	Master's deg. OR Cert. in leadership and mgt. from CSC	Five (5)yrs. Of supervisory/mgt. exp.	120hrs of supervisory/mgt. learning & dev. Intervention undetaken w/ last 5 yrs.	CS Prof. 2nd lvl elig.		Market Office
27	Market Supervisor IV	684	SG-22	633,396.00	Masters Degree OR Cert. in Leadership and Mgt. frm CSC	Four(4)yrs. Suprvsory/Mgt. learning	40hrs supervsory & mgt. learning and intervention	CS Prof. 2nd lvl elig.		Market Office
28	ADMINISTRATIVE OFFICER V (Fiscal Examineer III)	194/193	SG-18	428,316.00	Bachelors degree relevant to the job	Two(2)yrs. Relevant experience	Eight (8)hrs of relevant training	CS Prof. 2nd level eligiblity		Accounting Office
29	ADMINISTRATIVE AIDE IV (Acct. Clerk I)	204	SG-4	145,860.00	Compl. Of two yrs studies in college	None required	None required	CS Subprof. 1st. Lvl eligib.		Accounting Office
30	ADMINISTRATIVE OFFICER IV (Fiscal Examineer II)	209	SG-15	330,780.00	Bachelors degree relevant to the job	One(1)yr. of relevant expr.	Four (4)hrs of relevant training	CS Subprof. 1st. Lvl elig.		Accounting Office
31	ADMINISTRATIVE AIDE VI (Acct. Clerk II)	213	SG-6	166,212.00	Completion of two yrs studies in college	None required	None required	CS Subprof. 1st. Lvl elig.		Accounting Office
32	City Gov't. Asst. Dept. Head I (ENRD)	670	SG-23	699,720.00	Masters Degree OR Cert. in Leadership and Mgt. frm CSC	Five (5)yrs of supervisory/mgt. exp.	120 hrs. of supervisory/mgt. learning & intervention undertaken w/ in last 5 yrs.	CS Prof. 2nd lvl elig.		ENRD
33	AGRICULTURAL TECHNOLOGIST	664/666/655/647/654	SG-10	218,604.00	Bachelors degree in Agricultural or other allied courses such Agr. Engr. Fisheries, Tech. Vet. Med	None required	None required	Relevant RA 1080		CASO
34	AGRICULTURIST II	658	SG-15	332,780.00	Bachelors degree in Agricultural or other allied courses such Agr. Engr. Fisheries, Tech. Vet. Med	One(1)yr. of relevant expr.	Four (4) hrs of relevant training	Relevant RA 1080		CASO

35	AGRICULTURAL TECHNICIAN II	662	SG-8	189,816.00	Completion of two years studies in college	One (1) year of relevant experience	Four (4) hrs of relevant training	CS Subprofessional 1st level Eligibility		CASO
36	ENGINEER I	667	SG-12	256,644.00	Bachelors degree in Engineering relevant to the job	None required	None required	Relevant RA 1080		CASO
37	City Gov't Dept. Head I (SP SECRETARY)	99	SG-25	857,712.00	Masters Degree OR Cert. in Leadership and Mgt. frm CSC	Five (5) yrs of supervisory/mgt exp.	120hrs of supervisory/mgt. learning & dev. Intervention undertaken w/ last 5 yrs.	CS Prof. 2nd lvl elig.		SP
38	ADMINISTRATIVE OFFICER IV	101	SG-15	330,780.00	Bachelors degree relevant to the job	One(1)yr. of relevant expr.	Four (4)hrs of relevant training	CS Prof. 2nd lvl elig.		SP
39	MIDWIFE III	425/419/426/421/422/423	SG-13	279,084.00	Compl. Of the Midwifery course	Two(2)yrs. Relevant experience	Eight (8)hrs of relevant training	RA 1080 Midwife		CHO
40	MIDWIFE II	434	SG-11	23,544.00	Compl. Of the Midwifery course	One()yrs. Relevant experience	Four (4)hrs of relevant training	RA 1080 Midwife		CHO
41	NURSING ATTENDANT I	453/454/	SG-4	145,860.00	Elementary School Graduate	None required	None required	None required (MC 11s. 96 CAT III)		CHO
42	SOCIAL WELFARE OFFICER I	544	SG-11	235,440.00	Bachelors degree in Social Work	None required	None required	RA 1080 Social Work		CSWD
43	SOCIAL WELFARE ASST.	547	SG-8	189,816.00	Completion of two yrs studies in college	One(1)yr. of relevant expr.	Four(4)hrs of relevant training	CS Subprof. 1st. Lvl elig.		CSWD
44	SOCIAL WELFARE AIDE	566	SG 4	145,860.00	High Scgool Graduate	None required	None required	None required (MC 11s. 96 CAT III)		CSWD
45	ARCHITECT II	572	SG-16	360,528.00	Bachelors degree in Architecture	One (1) yr. of relevant exp.	Four(4)hrs of relevant training	RA 1080 Architecture		CEO
46	ENGINEER IV	573	SG-22	633,396.00	Bachelors degree in Engr. Relevant to the job	Three (3)yrs. Relevant Experience	Sixteen(16)hrs. of relevant training	RA 1080 Civil Engineer		CEO
47	ENGINEER II	582/605	SG-16	360,528.00	Bachelors degree in Engr. Relevant to the job	One(1)yr. of relevant expr.	Four(4)hrs of relevant training	RA 1080 Civil Engineer/Mech. Engineer		CEO/MOTORPOL
48	CITY GOV'T. ASST. DEPT. HEAD I (Asst. City Treasurer)	126	SG-23	699,720.00	Masters Degree OR Cert. in Leadership and Mgt. frm CSC	Five(5)yrs of supervisory/Mgt. exp.	120hrs of supervisory/mgt. learning & dev. Intervention undertaken w/ in last five years	CS Prof. 2nd lvl eligibility		CTO
49	ADMINISTRATIVE AIDE IV (CLERK III)	131	SG-6	166,212.00	Completion of two yrs studies in college	One(1)yr. of relevant expr.	Four(4)hrs of relevant training	CS Subprof. 1st. Lvl elig.		CTO
50	ADMINISTRATIVE AIDE VI (Acct. Clerk II)	132	SG-4	145,860.00	Completion of two yrs studies in college	None required	None required	CS Subprof. 1st. Lvl elig.		CTO

51	LOCAL REVENUE COLLECTION OFFICER I	145	SG-11	234,440.00	Bachelors degree	None required	None required	CS Subprof. 2nd lvl elig.		CTO
52	REVENUE COLLECTION CLERK II	150/153	SG-7	177,420.00	Completion of two yrs studies in college	None required	None required	CS Subprof. 1st. Lvl elig.		CTO
53	REVENUE COLLECTION CLERK I	160	SG-5	155,700.00	Completion of two yrs studies in college	None required	None required	CS Subprof. 1st. Lvl elig.		CTO
54	SUPV. ADMINISTRATIVE OFFICER (Cashier IV)	166	SG-22	633,396.00	Masters Degree OR Cert. in Leadership and Mgt. frm CSC	Four(4)yrs. Suprvsory/Mgt. learning	Forty(40)hrs. of supervisory/Mgt. learning & dev. Intervention	CS Prof. 2nd lvl eligibility		CTO
55	ADMINISTRATIVE ASST. I (Computer Operator I)	104	SG-7	177,420.00	Compl. Of two (2)yrs studies in college or HS Grad w/ relevant vocational course	None required	None required	CS Subprof. 1st lvl eligib. Data Encoder (MC 11s. 96 Cat I)		SP
56	LOCAL LEGISLATIVE STAFF OFFICER I	116	SG-11	235,440.00	Bachelors degree relevant to the job	One (1) yr. of relevant exp.	Four(4)hrs of relevant training	CS Prof. 2nd lvl eligibility		SP
57	ADMINISTRATIVE ASST. III (Stenographic Reporter II)	120	SG 9	203,832.00	Compl. Of two yrs studies in college	One (1) yr. of relevant exp.	Four(4)hrs of relevant training	CS Subprof. 1st. Lvl elig.		SP
58	ADMINISTRATIVE ASST. I (Stenographic Reporter I)	122	SG 7	177,421.00	Completion of two yrs studies in college	None required	None required	CS Subprof. 1st lvl eligibility		SP
59	ADMINISTRATIVE AIDE I (Bookbinder I)	123	SG 2	128,004.00	Elementary School Graduate	None required	None required	None required (MC 11s. 96 CAT III)		SP
60	SUPRVG ADMINISTRATIVE OFFICE (Budget Officer IV)	218	SG 22	633,396.00	Masters Degree OR Cert. in Leadership and Mgt. frm CSC	Four (4) yrs. Suprvsory/Mgt. learning	Forty (40) hrs. of supervisory/Mgt. learning & dev. Intervention	CS Prof. 2nd lvl eligibility		City Budget
61	ADMINISTRATIVE OFFICER V (Budget Officer III)	222	SG-18	428,316.00	Bachelors degree relevant to the job	Two(2)yrs. Relevant experience	Eight (8)hrs of relevant training	CS Prof. 2nd lvl eligibility		City Budget
62	ADMINISTRATIVE AIDE IV (Budget Aide)	220	SG-4	145,860.00	Completion of two yrs studies in college	None required	None required	CS Subprof. 1st lvl eligibility		City Budget
63	LIVESTOCK INSPECTOR I	638	SG-6	166,212.00	Completion of two yrs studies in college	None required	None required	CS Subprof. 1st lvl eligibility		Veterinary Office
64	MEAT INSPECTOR II	643	SG-8	189,816.00	Completion of two yrs studies in college	One(1)yr. of relevant expr.	Four(4)hrs relevant training	CS Subpr. 1st lvl eligibility		Veterinary Office
65	PHARMACIST I	353	SG-11	235,440.00	Bachelors degree in pharmacy	None required	None required	RA 1080 Pharmacist		CHO
66	ADMINISTRATIVE AIDE IV (Storekeeper II)	355	SG-6	166,212.00	Completion of two yrs studies in college	None required	None required	CS Subprof. 1st lvl eligibility		CHO
67	MEDICAL TECHNOLOGIST I	390	SG-11	235,440.00	Bachelors degree in Medical Tech. or BS in Public Health	None required	None required	RA 1080 Medical Technologist		CHO
68	DENTIST IV	393	SG-23	699,720.00	Doctor of Dental Medicine/Dental Surgery	Three (3)yrs. Relevant training	Sixteen (16) hrs. of relevant training	RA 1080 Dentist		CHO

69	DENTIST III	394	SG-20	519,000.00	Doctor of Dental Medicine/Dental Surgery	Two(2)yrs. Relevant experience	Eight (8) hrs relevant training	RA 1080 Dentist		CHO
70	NURSE III	402/403/404	SG-17	392,964.00	Bachelors degree in Nursing	One (1) yr. of relevant exp.	Four (4) hrs relevant training	RA 1080 Nurse		CHO
71	NURSE II	410/405/407	SG-15	330,780.00	Bachelors degree in Nursing	One (1) yr. of relevant exp.	Four (4) hrs relevant training	RA 1080 Nurse		CHO
72	ADMINISTRATIVE OFFICER V (Cashier III)	167	SG-18	428,316.00	Bachelors degree relevant to the job	Two(2)yrs. Relevant experience	Eight (8) hrs of relevant training	CS Prof. 2nd lvl eligibility		CTO
73	ADMINISTRATIVE AIDE VI (Disbursing Officer I)	171	SG-6	166,212.00	Completion of two yrs studies in college	One (1) yr. of relevant exp.	Four (4) hrs of relevant training	CS Subprof. 1st lvl eligibility		CTO
74	ADMINISTRATIVE AIDE VI (Cash Clerk II)	172	SG-6	166,212.00	Completion of two yrs studies in college	One (1) yr. of relevant exp.	Four (4) hrs of relevant training	CS Subprof. 1st lvl eligibility		CTO
75	Administrative Aide I	649	SG-1		Must be able to read and write	None required	None required	none required		CASO
76	Administrative Aide I	95	SG-1		Must be able to read and write	None required	None required	None require		CASO

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 _____.

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 present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

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

RICHARD I. GOMEZ

City Mayor

City Government of Ormoc

hrlmqu@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Republic of the Philippines
Province of Leyte
Municipality of Palompon

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of LGU-Palompon in the CSC website:

RAMON C. OÑATE
Municipal Mayor

Date: _____

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Revenue Collection Clerk I	2017-79	5	132,348.00	Completion of two years studies in college	None required	None required	CS (Sub-Professional)		Municipal Treasurer's Office
2	Revenue Collection Clerk III	2017-75	9	173,256.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS (Sub-Professional)		Municipal Treasurer's 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 December 15, 2017.

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 present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

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

RAMON C. OÑATE

Municipal Mayor

Rizal St., Palompon, Leyte

lgupalompon@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.