

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


RUTH ABE GALIT ALONZO
HRMO III

Date: August 30, 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	Pharmacist II (B)	01/70	15	36619	Bachelor's degree in Pharmacy	None required	None required	None required	RA 1080 (Pharmacist)	N/A	Rural Health Unit	
2	Engineer I	01/42-C	12	20416	Bachelor's degree in Engineering relevant to the job	None required	None required	None required	RA 1080	N/A	Municipal Engineering Office	
3	Nutrition Officer II	01/67	14	23690	Bachelor's degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	None required	Career Service (Professional) Second Level Eligibility	N/A	Office of the Municipal Mayor	
4	Medical Technologist I	01/29-C	11	27000	Bachelor's Degree in Medical Technology	None required	None required	None required	RA 1080 (Medical Technologist)	N/A	Rural Health Unit	
5	Administrative Aide III (Utility Worker II)	01/49	3	10275	Must be able to read and write	None required	None required	None required	None required	N/A	Office of the Municipal Planning and Development Coordinator	
6	Administrative Aide III (Utility Worker II)	01/92	3	10275	Must be able to read and write	None required	None required	None required	None required	N/A	Municipal Tourism Office	
7	Administrative Aide III (Utility Worker II)	01/42-C	3	10275	Must be able to read and write	None required	None required	None required	None required	N/A	Municipal Accounting Office	
8	Administrative Aide III (Utility Worker II)	01/99	3	10275	Must be able to read and write	None required	None required	None required	None required	N/A	Local Disaster Risk Reduction and Management Office	
9	Administrative Officer II (HRMO I)	01/62	11	18900	Bachelor's degree relevant to the job	None required	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Human Resource Management Office	
10	Administrative Aide I (Utility Worker I)	01/87	1	9100	Must be able to read and write	None required	None required	None required	None required	N/A	Local Disaster Risk Reduction and Management Office	
11	Labor and Employment Officer II	01/68	13	21924	Bachelor's degree	None required	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Public Employment Service Office	

12	Administrative Aide I (Utility Worker I)	01/100	1	9100	Must be able to read and write	None required	None required	None required	N/A	Rural Health Unit
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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 September 14, 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 men and women at all levels of position without discrimination regardless 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:

RUTH ABEGAIL T. ALONZO

HRMO III

Real St. Pob. Dist. IV, Julita, Leyte

localjulie@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.