

# **BULLETIN OF VACANT POSITIONS**

**(Pursuant to R.A. 7041)**

**May 15, 2018**

**Date of Release**

**Published by:**

**Civil Service Commission  
Leyte Field Office I  
Tacloban City**

***2<sup>nd</sup> Floor Tacloban Convention Center***

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Republic of the Philippines  
MINES AND GEOSCIENCES BUREAU  
Request for Publication of Vacant Positions



Electronic copy to be submitted to the  
must be in MS Excel

CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Mines and Geosciences Bureau in the CSC website:

Date: \_\_\_\_\_

ATTY. WILFREDO G. MONCANO  
(Head of Agency)

Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Competency (if applicable)	Place Assignm
				Education	Training	Experience	Eligibility			
Senior Geologist	MGBB-SRGeo-38-1998; MGBB-SRGeo-39-1998	18	38,085.00	Bachelor of Science in Geology or Bachelor of Science/Arts major in Geology	8 hours of relevant training	2 years of relevant experience	RA 1080	<ul style="list-style-type: none"> <li>◦ <u>Exemplifying Integrity</u> Advance: Maintains confidentiality and protect the privacy of employees, customers, and other members of the public;</li> <li>◦ <u>Delivering Service Excellence</u> Advance: Proactively comes up with solutions to manage stakeholders' expectations;</li> <li>◦ <u>Solving Problems and Making Decisions</u> Advance: Seeks information from other sources who are not directly involved or who are not routinely consulted for their perspective but may be useful to the study of the deviation;</li> <li>◦ <u>Demonstrating Personal Effectiveness</u> Advance: Promotes and instills strong values and ethics within the organization;</li> <li>◦ <u>Championing and Applying Innovation</u> Advance: Develops creative approaches or unique solutions to improve practices, systems, or services including the reduction and management of risks;</li> <li>◦ <u>Writing Effectively</u> Advance: Knows and uses appropriate content, clarity, logic and presentation of written communications; and</li> <li>◦ <u>Speaking Effectively</u> Advance: Understands common conventions of language and grammar appropriate to professional settings and audience.</li> </ul>	Mines a Geoscienc Bureau Re Office No	

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 31, 2018.

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 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:

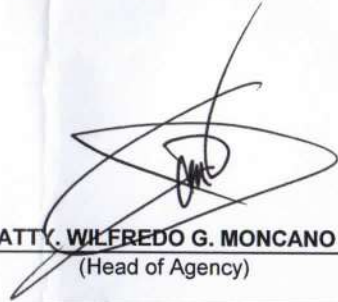
**RAUL A. LAPUT**  
\_\_\_\_\_  
OIC, Regional Director  
\_\_\_\_\_  
Mines and Geosciences Bureau Regional Office No. VIII  
\_\_\_\_\_  
Manlurip-McArthur Park Road, Candahug, Palo, Leyte  
\_\_\_\_\_  
region8@mgb.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Republic of the Philippines  
MINES AND GEOSCIENCES BUREAU  
Request for Publication of Vacant Positions

SERVICE COMMISSION (CSC)

s to request the publication of the following vacant positions of Mines and Geosciences Bureau in the CSC website:

  
ATTY. WILFREDO G. MONCANO  
(Head of Agency)

Date: \_\_\_\_\_

Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
				Education	Training	Experience	Eligibility		Competency (if applicable)
Administrative	MGBB-CADOF-17-2004	24	73,299.00	Master's degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/ management learning and development intervention undertaken within the last 5 years	4 years of supervisory/ management experience	Career Service (Professional) 2nd Level Eligibility	<ul style="list-style-type: none"> <li>◦ <u>Exemplifying Integrity</u> Superior: Inspires others to act at the highest level of honesty and integrity;</li> <li>◦ <u>Delivering Service Excellence</u> Superior: Directs the organizations towards the achievement of the service excellence platform in the entire bureaucracy;</li> <li>◦ <u>Solving Problems and Making Decisions</u> Superior: Identifies and analyzes patterns and trends to reveal new dimensions before presenting alternative solutions and arrives at the best and appropriate solution to complex problems;</li> <li>◦ <u>Demonstrating Personal Effectiveness</u> Superior: Acts as a role model for balance work, personal and family life;</li> <li>◦ <u>Championing and Applying Innovation</u> Superior: Supports and encourages innovations and creative thinking by championing the testing new approaches;</li> <li>◦ <u>Writing Effectively</u> Superior: Undertakes in-depth research to develop policy guidelines for written work and related protocols; and</li> <li>◦ <u>Speaking Effectively</u> Superior: Responds appropriately, accurately, and with composure to challenging questions or comments.</li> </ul>	Mines and Geosciences Bureau Regional Office No. VIII
Investigating Geologist	MGBB-SVGEO-24-2014	22	58,717.00	Bachelor of Science in Geology or Bachelor of Science/Arts major in Geology	16 hours of relevant training	3 years of relevant experience	RA 1080	<ul style="list-style-type: none"> <li>◦ <u>Exemplifying Integrity</u> Advance: Maintains confidentiality and protect the privacy of employees, customers, and other members of the public;</li> <li>◦ <u>Delivering Service Excellence</u> Advance: Proactively comes up with solutions to manage stakeholders' expectations;</li> <li>◦ <u>Solving Problems and Making Decisions</u> Advance: Seeks information from other sources who are not directly involved or who are not routinely consulted for their perspective but may be useful to the study of the deviation;</li> <li>◦ <u>Demonstrating Personal Effectiveness</u> Advance: Promotes and instills strong values and ethics within the organization;</li> <li>◦ <u>Championing and Applying Innovation</u> Advance: Develops creative approaches or unique solutions to improve practices, systems, or services including the reduction and management of risks;</li> <li>◦ <u>Writing Effectively</u> Advance: Knows and uses appropriate content, clarity, logic and presentation of written communications; and</li> <li>◦ <u>Speaking Effectively</u> Advance: Understands common conventions of language and grammar appropriate to professional settings and audience.</li> </ul>	Mines and Geosciences Bureau Regional Office No. VIII

Republic of the Philippines  
MINES AND GEOSCIENCES BUREAU  
Request for Publication of Vacant Positions



ATTY. WILFREDO G. MONCANO  
(Head of Agency)

SERVICE COMMISSION (CSC)

is to request the publication of the following vacant positions of Mines and Geosciences Bureau in the CSC website:

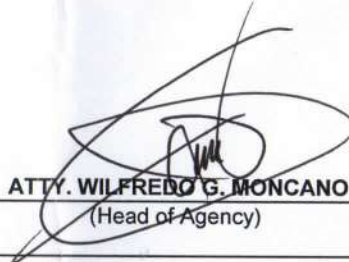
Date: \_\_\_\_\_

Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
				Education	Training	Experience	Eligibility		
Geologist II	MGBB-GEOL2-42-2014	15	29,010.00	Bachelor of Science in Geology or Bachelor of Science/Arts major in Geology	4 hours of relevant training	1 year of relevant experience	RA 1080	<ul style="list-style-type: none"> <li>◦ <u>Exemplifying Integrity</u> Intermediate: Demonstrates honesty even in difficult situations.</li> <li>◦ <u>Delivering Service Excellence</u> Intermediate: Provides correct, adequate and prompt information to customers as may be necessary;</li> <li>◦ <u>Solving Problems and Making Decisions</u> Intermediate: Breaks down problems or decision dilemma into small components and examines those using analytical techniques;</li> <li>◦ <u>Demonstrating Personal Effectiveness</u> Intermediate: Communicates and explain the task and its implications to team or office welfare;</li> <li>◦ <u>Championing and Applying Innovation</u> Intermediate: Makes practical improvements in one's job based on common sense, simple analysis or good ideas or experience gleaned from previous experience or other practices;</li> <li>◦ <u>Writing Effectively</u> Intermediate: Knows and uses appropriate vocabulary, formats, correct order in sentence formation to achieve cohesion in the composition of sentences;</li> <li>◦ <u>Speaking Effectively</u> Intermediate: Adjusts communication style according to the needs of the audience and/or situation.</li> </ul>	Mines and Geosciences Bureau Regional Office No. VIII
Draftsman II	MGBB-CGR2-60-1998	8	16,282.00	Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) Draftsman or Illustrator (MC 11, s. 96 - Cat. I) 1st Level Eligibility	<ul style="list-style-type: none"> <li>◦ <u>Exemplifying Integrity</u> Basic: Demonstrates trustworthiness by protecting sensitive or confidential information, following required procedures, and honoring one's commitment to others or the organization;</li> <li>◦ <u>Delivering Service Excellence</u> Basic: Shows sense of urgency in attending to customer needs and requests by considering commitment to turn-around time;</li> <li>◦ <u>Solving Problems and Making Decisions</u> Basic: Effectively distinguishes which problems or issues will require the help or intervention of the immediate superior or appropriate authority;</li> <li>◦ <u>Demonstrating Personal Effectiveness</u> Basic: Focuses on assigned tasks, using available tools to keep track of status at regular intervals to ensure its completion;</li> <li>◦ <u>Championing and Applying Innovation</u> Basic: Demonstrates willingness in adapting to new approaches or technology applicable to work practices/systems and can articulate or defend the value of embracing these developments;</li> <li>◦ <u>Writing Effectively</u> Basic: Knows and uses basic business writing rules such as sentence structure, rules in grammar and techniques in word use and spelling; and</li> <li>◦ <u>Speaking Effectively</u> Basic: Actively participates in discussions and is appropriately assertive in expressing own ideas.</li> </ul>	Mines and Geosciences Bureau Regional Office No. VIII

Republic of the Philippines  
MINES AND GEOSCIENCES BUREAU  
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ATTY. WILFREDO G. MONCANO  
(Head of Agency)

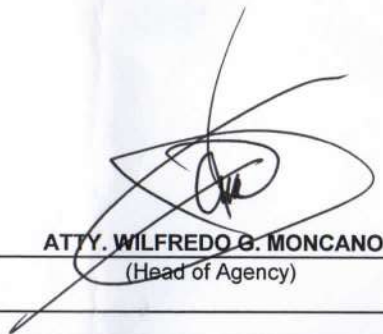
Date: \_\_\_\_\_

Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
				Education	Training	Experience	Eligibility		Competency (if applicable)
IV	MGBB-ENG5-45-2014	24	73,299.00	Bachelor's degree in Engineering relevant to the Job	40 hours of supervisory/management learning and development intervention undertaken within the last 5 years	4 years of supervisory/management experience	RA 1080	<ul style="list-style-type: none"> <li>◦ <u>Exemplifying Integrity</u> Superior: Inspires others to act at the highest level of honesty and integrity;</li> <li>◦ <u>Delivering Service Excellence</u> Superior: Directs the organizations towards the achievement of the service excellence platform in the entire bureaucracy;</li> <li>◦ <u>Solving Problems and Making Decisions</u> Superior: Identifies and analyzes patterns and trends to reveal new dimensions before presenting alternative solutions and arrives at the best and appropriate solution to complex problems;</li> <li>◦ <u>Demonstrating Personal Effectiveness</u> Superior: Acts as a role model for balance work, personal and family life;</li> <li>◦ <u>Championing and Applying Innovation</u> Superior: Supports and encourages innovations and creative thinking by championing the testing new approaches;</li> <li>◦ <u>Writing Effectively</u> Superior: Undertakes in-depth research to develop policy guidelines for written work and related protocols; and</li> <li>◦ <u>Speaking Effectively</u> Superior: Responds appropriately, accurately, and with composure to challenging questions or comments.</li> </ul>	Mines and Geosciences Bureau Regional Office No. VIII
III	MGBB-ENG3-90-1998	19	42,099.00	Bachelor's degree in Engineering relevant to the job	8 hours of relevant training	2 years of relevant experience	RA 1080	<ul style="list-style-type: none"> <li>◦ <u>Exemplifying Integrity</u> Advance: Maintains confidentiality and protect the privacy of employees, customers, and other members of the public;</li> <li>◦ <u>Delivering Service Excellence</u> Advance: Proactively comes up with solutions to manage stakeholders' expectations;</li> <li>◦ <u>Solving Problems and Making Decisions</u> Advance: Seeks information from other sources who are not directly involved or who are not routinely consulted for their perspective but may be useful to the study of the deviation;</li> <li>◦ <u>Demonstrating Personal Effectiveness</u> Advance: Promotes and instills strong values and ethics within the organization;</li> <li>◦ <u>Championing and Applying Innovation</u> Advance: Develops creative approaches or unique solutions to improve practices, systems, or services including the reduction and management of risks;</li> <li>◦ <u>Writing Effectively</u> Advance: Knows and uses appropriate content, clarity, logic and presentation of written communications; and</li> <li>◦ <u>Speaking Effectively</u> Advance: Understands common conventions of language and grammar appropriate to professional settings and audience.</li> </ul>	Mines and Geosciences Bureau Regional Office No. VIII

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ATTY. WILFREDO G. MONCANO  
(Head of Agency)


Date: \_\_\_\_\_

Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
				Education	Training	Experience	Eligibility		
Engineer II	MGBB-ENG2-39-2014	16	31,765.00	Bachelor's degree in Engineering relevant to the job	4 hours of relevant training	1 year of relevant experience	RA 1080	<ul style="list-style-type: none"> <li>◦ <u>Exemplifying Integrity</u> Intermediate: Demonstrates honesty even in difficult situations.</li> <li>◦ <u>Delivering Service Excellence</u> Intermediate: Provides correct, adequate and prompt information to customers as may be necessary;</li> <li>◦ <u>Solving Problems and Making Decisions</u> Intermediate: Breaks down problems or decision dilemma into small components and examines those using analytical techniques;</li> <li>◦ <u>Demonstrating Personal Effectiveness</u> Intermediate: Communicates and explain the task and its implications to team or office welfare;</li> <li>◦ <u>Championing and Applying Innovation</u> Intermediate: Makes practical improvements in one's job based on common sense, simple analysis or good ideas or experience gleaned from previous experience or other practices;</li> <li>◦ <u>Writing Effectively</u> Intermediate: Knows and uses appropriate vocabulary, formats, correct order in sentence formation to achieve cohesion in the composition of sentences;</li> <li>◦ <u>Speaking Effectively</u> Intermediate: Adjusts communication style according to the needs of the audience and/or situation.</li> </ul>	Mines and Geosciences Bureau Regional Office No. VIII
Science Research Specialist	MGBB-CSRS-5-1998	24	73,299.00	Master's degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/ management learning and development intervention undertaken within the last 5 years	4 years of supervisory/ management experience	Career Service (Professional) 2nd Level Eligibility	<ul style="list-style-type: none"> <li>◦ <u>Exemplifying Integrity</u> Superior: Inspires others to act at the highest level of honesty and integrity;</li> <li>◦ <u>Delivering Service Excellence</u> Superior: Directs the organizations towards the achievement of the service excellence platform in the entire bureaucracy;</li> <li>◦ <u>Solving Problems and Making Decisions</u> Superior: Identifies and analyzes patterns and trends to reveal new dimensions before presenting alternative solutions and arrives at the best and appropriate solution to complex problems;</li> <li>◦ <u>Demonstrating Personal Effectiveness</u> Superior: Acts as a role model for balance work, personal and family life;</li> <li>◦ <u>Championing and Applying Innovation</u> Superior: Supports and encourages innovations and creative thinking by championing the testing new approaches;</li> <li>◦ <u>Writing Effectively</u> Superior: Undertakes in-depth research to develop policy guidelines for written work and related protocols; and</li> <li>◦ <u>Speaking Effectively</u> Superior: Responds appropriately, accurately, and with composure to challenging questions or comments.</li> </ul>	Mines and Geosciences Bureau Regional Office No. VIII

Republic of the Philippines  
MINES AND GEOSCIENCES BUREAU  
Request for Publication of Vacant Positions

SERVICE COMMISSION (CSC)

request the publication of the following vacant positions of Mines and Geosciences Bureau in the CSC website:

  
ATTY. WILFREDO G. MONCANO  
(Head of Agency)

Date: \_\_\_\_\_

Job Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
				Education	Training	Experience	Eligibility		Competency (if applicable)
Engineering	MGBB-SVSRS-58-1998	22	58,717.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) 2nd Level Eligibility	<ul style="list-style-type: none"> <li>◦ <u>Exemplifying Integrity</u> Advance: Maintains confidentiality and protect the privacy of employees, customers, and other members of the public;</li> <li>◦ <u>Delivering Service Excellence</u> Advance: Proactively comes up with solutions to manage stakeholders' expectations;</li> <li>◦ <u>Solving Problems and Making Decisions</u> Advance: Seeks information from other sources who are not directly involved or who are not routinely consulted for their perspective but may be useful to the study of the deviation;</li> <li>◦ <u>Demonstrating Personal Effectiveness</u> Advance: Promotes and instills strong values and ethics within the organization;</li> <li>◦ <u>Championing and Applying Innovation</u> Advance: Develops creative approaches or unique solutions to improve practices, systems, or services including the reduction and management of risks;</li> <li>◦ <u>Writing Effectively</u> Advance: Knows and uses appropriate content, clarity, logic and presentation of written communications; and</li> <li>◦ <u>Speaking Effectively</u> Advance: Understands common conventions of language and grammar appropriate to professional settings and audience.</li> </ul>	Mines and Geosciences Bureau Regional Office No. VIII

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 31, 2018.

- Completed 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);
- Performance rating in the present position for one (1) year (if applicable);
- Copy of certificate of eligibility/rating/license; and
- Copy of Transcript of Records.

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

**RAUL A. LAPUT**  
\_\_\_\_\_  
OIC, Regional Director  
\_\_\_\_\_  
Mines and Geosciences Bureau Regional Office No. VIII  
\_\_\_\_\_  
Munirip-McArthur Park Road, Candahug, Palo, Leyte  
\_\_\_\_\_  
region8@mgb.gov.ph

APPLICANTS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.





Republic of the Philippines  
**NATIONAL POLICE COMMISSION**  
Regional Office No. VIII  
760 Real St., Sagkahan District, Tacloban City

**Request for Publication of Vacant Position**



CIVIL SERVICE COMMISSION (CSC)

to request the publication of the vacant position of **NATIONAL POLICE COMMISSION Regional Office 8**, in the CSC website:

**ATTY. JOHNSON G. REYES, CESE**

(Head of Agency)

Date: April 24, 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)	
	Administrative Assistant II	NAPOLCOMB-ADAS2-67-2005	SG 8	P16,282.00	Completion of two-year college studies	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service Sub-Professional/ First Level Eligibility		Administrative Division
	X	X	X	X	X	X	X	X	X	X

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 10, 2018.

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 present position for one (1) year (if applicable)

3. Photocopy of certificate of eligibility/rating/license; and

4. Photocopy of Transcript of Records.

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

APR 24 2018

**JOHNSON G. REYES, CESE**

Regional Director

NATIONAL POLICE COMMISSION

760 Real St. Sagkahan District, Sagkahan, Tacloban City

napolcom8\_a@yahoo.com

APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED

Republic of the Philippines  
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY- Regional Office No. VIII  
Brgy. Abucay, Tacloban City  
Request for Publication of Vacant Positions



CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY Regional Office No. VIII in the CSC website.

**ATTY. ANDREW A. BIDO**  
Regional Director

Date: May 3, 2018

Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
				Education	Training	Experience	Eligibility	Competency (if applicable)	
Administrative Aide VI	TESDA-OEOB-ADA6-95-2017	P 14,340.00 - SG 6	172,080.00	Completion of Two (2) Year studies in College	4 hours relevant training	One (1) year relevant experience	Career Service Sub-Professional/ First Level Eligibility	Preferably BS in Accountancy major in Accounting; Preferably with experience in accounting/ bookkeeping; Proficient in software operations; Proficient in both oral & written communications; Good work values/strong commitment to work; Work effectively in vocational education and training; Receive and respond to workplace communication; Work with others; Demonstrate work values; Practice basic housekeeping procedures	TESDA - RTC

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 22, 2018**

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. Service Records;
3. List of training programs attended indicating the no. of training hours together with the certified photocopies of training certificates;
4. Performance Evaluation System (PES) Ratings for January to June 2017 and July to December 2017 for outside applicants or Individual Performance Commitment Review (IPCR) ratings for January to June 2017 and July to December 2017 for TESDA applicants or applicants from other government agencies of at least Very Satisfactory Rating;
5. For government employee only: a copy of previous appointment;
6. Potential Assessment Forms to be accomplished by your Immediate Supervisor and one (1) Peer;
7. Accomplishments/Achievements done during the last three (3) years to be endorsed by the Head of Office;

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

**Republic of the Philippines**  
**TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY- Regional Office No. VIII**  
 Brgy. Abucay, Tacloban City  
**Request for Publication of Vacant Positions**

**SERVICE COMMISSION (CSC)**

This is to request the publication of the following vacant positions of TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY Regional Office NO. VIII in the CSC website.

*(Handwritten Signature)*  
**ATTY. ANDREW A. BIDO**  
 Regional Director  
 Date: May 3, 2018

Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
				Education	Training	Experience	Eligibility	Competency (if applicable)	

Statement of duties and responsibilities for the positions held indicating the specified period covered (mm-dd-yy to mm-dd-yy);

Certified true copy of transcript of records/diploma; and

Certified true copy of Eligibility by CSC or PRC.

Failure to complete the submission of above documents within the set deadline shall mean disinterest to vie for the position paving the way for non-inclusion in the deliberation process.

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

**ATTY. ANDREW A. BIDO - TESDA Regional Office No. VIII**  
 Regional Director  
 Brgy. Abucay, Tacloban City  
 region8@tesda.gov.ph

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

Republic of the Philippines  
 Technical Education and Skills Development Authority  
**CALUBIAN NATIONAL VOCATIONAL SCHOOL**  
 Calubian, Leyte

**RECEIVED**  
 MAY 03 2018 8:49 AM  
 CIVIL SERVICE COMMISSION  
 LEYTE FIELD OFFICE I

POSITION TITLE	ITEM NO.	SG	QUALIFICATION STANDARDS			
			Education	Experience	Training	Eligibility
Administrative Officer IV	TESDA-OEOB-ADOF4-150-2017	15	Bachelor's degree relevant to the Job	1 year relevant experience	4 hours of relevant training	CS Professional

Republic of the Philippines  
Municipality of Barugo  
Request for Publication of Vacant Positions

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must be in MS Excel format



To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant position: of **LGU-Barugo** in the CSC website:

**MA. ROSARIO C. AVESTRUZ**  
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	Local Risk Reduction Management Officer II	2017-012	15	248,088.00	Bachelor's Degree	4 hours of relevant training on DRRM	1 year of relevant experience on DRRM	Career Service Professional/2 <sup>nd</sup> Level Eligibility	None	Office of the Municipal Mayor

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 **June 11, 2018**.

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 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:

**MA. ROSARIO C. AVESTRUZ**

Municipal Mayor

LGU-Barugo

[lgubarugo@yahoo.com](mailto:lgubarugo@yahoo.com)

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



Republic of the Philippines  
**PROVINCE OF LEYTE**  
Municipality of Jaro  
-oOo-



**OFFICE OF THE MUNICIPAL MAYOR**

**REQUEST FOR PUBLICATION OF VACANT POSITIONS**  
(Monthly Positions)

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

This is to request the publication of the following casual vacant positions of Local Government Unit of Jaro, Leyte in the CSC website:

**ZHARINA D. CELEBRE**  
Municipal Mayor

Date: May 7, 2018

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	(23) Administrative Aide III (Clerk I)		3	Php 205.70	Completion of 2 yrs. studies in College	1 year relevant experience	None required	None required		
2	(6) Administrative Aide IV (Clerk II)		4	Php 205.70	Completion of 2 yrs. studies in College	2 year relevant experience	None required	None required		
3	(1) Administrative Aide VI (Accounting Clerk I)		6	Php 205.70	Completion of 2 yrs. studies in College	2 year relevant experience	None required	None required		
4	(7) Administrative Aide III (Driver I)		3	Php 205.70	Elementary Graduates	1 year relevant experience	None required	Driver's License		
5	(1) Engineering Assistant		8	Php 205.70	Completion of 2 yrs. studies in College	2 year relevant experience	None required	None required		

6	(3) Meat Inspector		6	Php 205.70	Completion of 2 yrs. studies in College	2 year relevant experience	None required	None required		
7	(1) Draftsman		6	Php 205.70	High School grad. w/relevant vocational/trade course or completion of 2 yrs. studies in college	1 year relevant experience	None required	None required		
8	(3) Nurse		12	Php 205.70	Nursing graduate	None	None	RA 1080		
9	(1) Administrative Aide III (Carpenter)		3	Php 205.70	Elementary Graduates	1 year relevant experience	None required	None required		
10	(3) Administrative Asst. I (Computer Operator I)		7	Php 205.70	Completion of 2 yrs. studies in College	2 year relevant experience	None required	None required		
11	(2) Midwife		9	Php 205.70	Midwifery Graduate	1 year relevant experience	None required	RA 1080		
12	(48) Admin. Aide I (Utility Worker I)		1	Php 205.70	Must be able to read and write	None required	None required	None required		
13	(1) Heavy Equipment Optr. I		4	Php 205.70	High School grad. w/relevant vocational/trade course or completion of 2 yrs. studies in college	1 year relevant experience	None required	Heavy Equipment Operator		
14	(11) Laborer		1	Php 205.70	Must be able to read and write	None required	None required	None required		

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. 21, Revised 2017) which can be downloaded at [www.Csc.gov.ph](http://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;
5. Photocopy of Service Record (if applicable).

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

THELMA B. ARGUILLES  
Human Resource Management Officer  
Real St. Corner Del Carmen, Jaro, Leyte  
[thelma\\_arguilles@yahoo.com.ph](mailto:thelma_arguilles@yahoo.com.ph)

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

Republic of the Philippines  
Municipality of Marabut  
Request for Publication of Vacant Positions



TO: CIVIL SERVICE COMMISSION (CSC)

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

*Elizabeth S. Ortillo*  
HON. ELIZABETH S. ORTILLO  
(Head of Agency)

Date: April 30, 2018

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	Clerk II	1022-34	4	98,976	2 yrs. Studies in College	None required	None required	CS Sub Prof. or its equivalent		SB Secretary Office Marabut Samar
2	Driver I	1011-20	3	92,475	H.S. Graduate	None required	None required	Drivers License		Mayor's Office Marabut Samar
3	Assessment Clerk I	1101-59	4	98,976	2 yrs. Studies in College	None required	None required	CS Sub Prof. or its equivalent		Assessor's Office Marabut Samar
4	Midwife II	4411-71	11	230,553	BS Midwifery	8 hours of relevant training	1 year of relevant experience	Midwifery License		Mun. Health Office Marabut Samar
5	Utility Worker I (Casual)		1	305.59/day	Elementary Graduate	None required	None required	None required		Mayor's Office Marabut Samar

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 16, 2018.

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 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:

HON. ELIZABETH S. ORTILLO

Municipal Mayor

LGU MARABUT, Marabut Samar

[elizabeth.ortillo@yaguar.com](mailto:elizabeth.ortillo@yaguar.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



**Republic of the Philippines  
Local Government Unit of Sta.Fe, Leyte  
Request for Publication of Vacant Positions**

**RECEIVED**  
MAY 10 2018 2:29 PM  
CIVIL SERVICE COMMISSION  
LEYTE FIELD OFFICE I

**CIVIL SERVICE COMMISSION (CSC)**

This is to request the publication of the following vacant positions of **LGU-STA.FE, LEYTE** in the CSC website:

  
**OSCAR J. MONTEZA**  
Municipal Mayor

Date: May 10, 2018

Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
				Education	Training	Experience	Eligibility	Competency (if applicable)	
Municipal Health Officer	49	24	66,906.00	Doctor of Medicine	None	3 years' experience	RA 1080		Sta.Fe, Leyte
Local DRRM Assistant	66	8	11, 155.00	Completion of two years in College	4 hours' of relevant training	1 year of relevant experience on DRRM	Career Service (Sub-Professional) First Level Eligibility		Sta.Fe, 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 \_\_\_\_\_.

- 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);
- Performance rating in the present position for one (1) year (if applicable);
- Photocopy of certificate of eligibility/rating/license; and
- Photocopy of Transcript of Records.

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

OSCAR J. MONTEZA  
Municipal Mayor  
Zone II, Poblacion, Sta.Fe, Leyte  
[lgu\\_stafe@yahoo.com](mailto:lgu_stafe@yahoo.com)

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



Request for Publication of Vacant Positions

**RECEIVED**  
 MAY 09 2018 3:07 PM  
 CIVIL SERVICE COMMISSION  
 LEYTE FIELD OFFICE I

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of EASTERN VISAYAS STATE UNIVERSITY in the CSC website:

*aguirre*  
**DOMINADOR O. AGUIRRE, JR. DM**  
 University President

Date: May 2, 2018

No	Position Title	Plantilla Item No.	Salary /Job/ Pay/ Grade	Annual Salary	Qualification Standards				Place of Assignment
					Education	Experience	Eligibility	Competency (if applicable)	
1	Supervising Administrative Officer	EVSUB-SADOF-15-2005	SG 22	704,804.00	Bachelor's Degree	3 year's relevant experience	Career Service Professional 2 <sup>nd</sup> Level		EVSU Main Campus
2	Supervising Administrative Officer	EVSUB-SADOF-15-2005	SG 22	704,804.00	Bachelor's Degree	3 year's relevant experience	Career Service Professional 2 <sup>nd</sup> Level		EVSU Main Campus
3	Education Program Specialist II	EVSUB-EPS2-102-2004	SG 16	360,528.00	Bachelor's Degree relevant to the job.	1 year of relevant experience	Career Service Professional 2 <sup>nd</sup> Level		EVSU Main Campus
4	Draftsman II	EVSUB-DFM2-27-2004	SG 08	195,384.00	Completion of two years in college or High School Graduate	2 year's relevant experience	Career Service Sub-Professional 1 <sup>st</sup> Level		EVSU Main Campus
5	Registrar III	EVSUB-R3-10-2004	SG 18	457,020.00	Bachelor's Degree	2 year's relevant experience	Career Service Professional 2 <sup>nd</sup> Level		EVSU Main Campus
6	Admin. Asst. III	EVSUB-ADAS3-1-2010	SG 09	211,524.00	Completion of two years in college or High School Graduate	None required	Career Service Sub-Professional 1 <sup>st</sup> Level		EVSU Main Campus
7	Admin. Asst. I	EVSUB-ADAS1-16-2009	SG 07	183,048.00	Completion of two years in college or High School Graduate	None required	Career Service Sub-Professional 1 <sup>st</sup> Level		EVSU Main Campus
8	Security Guard II	EVSUB-SECG2-41-2004	SG 05	161,722.00	High School	None required	Security Guard License		EVSU Main Campus

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 31, 2018**.

- 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);
- Performance rating in the present position for one (1) year (if applicable);

- Photocopy of certificate of eligibility/rating/license; and
- Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/e-mail their application to

**DOMINADOR O. AGUIRRE, JR. DM**  
 University President  
 EVSU, Salazar Street, Quarry District, Tacloban City

Republic of the Philippines  
METRO CARIGARA WATER DISTRICT  
Request for Publication of Vacant Positions



To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Metro Carigara Water District in the CSC website:

ATTY. REGIDOR V. CABALLES, CE  
General Manager C

Date: May 09, 2018

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	Two (2) Electronics Communications System Operator C		6	172,080.00	Completion of two (2) yrs studies in college or High School Graduate with relevant vocational trade course	None Required	None Required	None Required (MC 10, S. 2013 - Category II)		Metro Carigara Water District
2	Six (6) Project Planning And Development Assistant B		8	195,384.00	Completion of Two (2) yrs studies in college	4 hrs. of relevant training	1 yr of relevant experience	Career Service (Subprofessional) First Level Eligibility		Metro Carigara Water District
3	Six (6) Clerk Processor C		4	152,088.00	Completion of two (2) yrs. Studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		Metro Carigara Water District
4	Four (4) Storekeeper D		4	152,088.00	Elementary School Graduate	None Required	None Required	None Required (MC 10, S. 2013 - Category III)		Metro Carigara Water District
5	Four (4) Customer Service Assistant E		4	152,088.00	Completion of two (2) yrs studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		Metro Carigara Water District

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

Republic of the Philippines  
METRO CARIGARA WATER DISTRICT  
Request for Publication of Vacant Positions

CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Metro Carigara Water District in the CSC website:

ATTY. REGIDOR V. CABALLES, CE  
General Manager C

Date: May 09, 2018

Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
				Education	Training	Experience	Eligibility	Competency (if applicable)	
Four (4) Utility Worker B		1	126,120.00	Must be able to read and write	None Required	None Required	None Required (MC 11, S. 96 - Category III)		Metro Carigara Water District
Two (2) Driver		4	152,088.00	Elementary School Graduate	None Required	None Required	Driver License (MC 11, S. 96 III)		Metro Carigara Water District
Four (4) Utilities Service Asst. E		4	152,088.00	Completion of two (2) yrs. Studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		Metro Carigara Water District
Ten (10) Water Maintenance Man C		4	152,088.00	Elementary School Graduate	None Required	None Required	None Required (MC 11, S. 96 - Category III)		Metro Carigara Water District
Four (4) Industrial Security Guard c.		3	142,968.00	High School Graduate	None Required	None Required	Security Guard License (mc 11, S. 96 -Cat II)		Metro Carigara Water District

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 28, 2018.  
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);  
Performance rating in the present position for one (1) year (if applicable);  
Photocopy of certificate of eligibility/rating/license; and  
Photocopy of Transcript of Records.

**INTERESTED APPLICANTS** are advised to hand in or send through courier/email their application to:  
ATTY REGIDOR V. CABALLES, CE  
General Manager C  
Metro Carigara Water District  
mcwd26@yahoo.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  
METRO CARIGARA WATER DISTRICT  
Request for Publication of Vacant Positions

**RECEIVED**  
MAY 09 2018 1:02 PM  
CIVIL SERVICE COMMISSION  
LEYTE FIELD OFFICE I

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Metro Carigara Water District in the CSC website:

ATTY. REGIDOR V. CABALLES, CE  
General Manager C

Date: May 09, 2018

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	Two (2) Electronics Communications System Operator C		6	172,080.00	Completion of two (2) yrs studies in college or High School Graduate with relevant vocational trade course	None Required	None Required	None Required (MC 10, S. 2013 - Category II)		Metro Carigara Water District
2	Six (6) Project Planning And Development Assistant B		8	195,384.00	Completion of Two (2) yrs studies in college	4 hrs. of relevant training	1 yr of relevant experience	Career Service (Subprofessional) First Level Eligibility		Metro Carigara Water District
3	Six (6) Clerk Processor C		4	152,088.00	Completion of two (2) yrs. Studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		Metro Carigara Water District
4	Four (4) Storekeeper D		4	152,088.00	Elementary School Graduate	None Required	None Required	None Required (MC 10, S. 2013 - Category III)		Metro Carigara Water District
5	Four (4) Customer Service Assistant E		4	152,088.00	Completion of two (2) yrs studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		Metro Carigara Water District