


Republic of the Philippines
Municipality of Libagon
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 Municipality of Libagon in the CSC website:


AGUSTINA L. SOLSONA
HRMA
Date: 3-Dec-18

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 Assessor	39	24	45,091.00	College Degree preferably in Civil or Mechanical Engineering, Commerce or any related course	None required	3 years experience in real assessment work or any related field	RA 1080 (Real Estate Service)	N/A	Municipal Assessor Office	
2	Municipal Social Welfare and Development Officer	75	24	45,091.00	Bachelor's Degree preferably in Sociology or any related course	None required	3 years experience in the practice of Social Welfare	RA 1080	N/A	Municipal Social Welfare and Development Office	
3	Engineer I	94	12	14,971.00	Bachelor's Degree preferably in Engineering or any related course	None required	None required	RA 1080	N/A	Municipal Engineering Office	
4	Labor Foreman	58	6	9,696.00	High School School	None required	None required	None required	N/A	Municipal Engineering Office	
5	Data Controller II	93	8	11,073.00	Completion of 2 years studies in college or High School graduate with relevant vocational/trade course	4 hrs. of relevant training	1 year relevant experience	Career service Subprofessional Data Encoder	N/A	Municipal Treasury Office	
6	Data Controller II	92	8	11,073.00	Completion of 2 years studies in college or High School graduate with relevant vocational/trade course	4 hrs. of relevant training	1 year relevant experience	Career service Subprofessional Data Encoder	N/A	Municipal Budget Office	

7	Driver Mechanic	84	4	8,509.00	High School graduate with relevant vocational/trade course	None required	None required	None required	Professional Driver's License	N/A	Office of the Municipal Mayor
8	Driver	85, 86, 87	3	7,971.00	Elementary School graduate	None required	None required	None required	Professional Driver's License	N/A	Office of the Municipal Mayor
9	Administrative Aide I (Utility Worker I)	76, 77, 78, 79, 80, 81, 82, 83	1	6,987.00	Must be able to read and write	None required	None required	None required	None required	N/A	Office of the Municipal Mayor
10	Local Legislative Staff Assistant III	88	10	12,752.00	Completion of 2 years studies in college	8 hrs. of relevant training	2 years relevant experience	Career Service Subprofessional First Level Eligibility	N/A	N/A	Sangguniang Bayan Office
11	Local Legislative Staff Assistant II	89	8	11,073.00	Completion of 2 years studies in college	4 hrs. of relevant training	1 year relevant experience	Career Service Subprofessional First Level Eligibility	N/A	N/A	Sangguniang Bayan Office
12	Administrative Aide I (Utility Worker I)	90, 91	1	6,987.00	Must be able to read and write	None required	None required	None required	N/A	N/A	Sangguniang Bayan Office
13	Administrative Officer I	27	11	13,734.00	Bachelor's degree	None required	None required	Career Service Professional Second Level Eligibility	N/A	N/A	Municipal Accounting Office
14	Municipal Civil Registrar	22	24	45,091.00	Bachelor's degree	None required	3 years experience in Civil Registry Work	First grade or it's equivalent	N/A	N/A	Municipal Civil Registry 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 28, 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;
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.

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

AGUSTINA L. SOLSONA

Human Resource Management Assistant

Municipality of Libagon, Libagon, So. Leyte

tinasona@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.