

Republic of the Philippines
MUNICIPAL GOVERNMENT OF DULAG, LEYTE
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions, which are authorized to be filled, at the LGU-Dulag, Leyte in the CSC website:



EUTIQUIO C. GLOBIO, JR.
HRMO

Date: 12 September 2019

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Municipal Government Department Head I (Local DRRM Officer)	9.3	24	58,639.00	Bachelor's Degree	24 hours of training in management and supervision on DRRM	4 years of experience in position involving management and supervision, 1 year of which is relevant to DRRM	Career Service (Professional); 2nd Level Eligibility		Municipal Disaster Risk Reduction and Management Office
2	Rural Health Physician	11.1	24	73,299.00	Doctor of Medicine	8 hours of relevant training	2 years of relevant experience	RA 1080 (Doctor of Medicine)		Municipal Health Office
3	Municipal Government Assistant Department Head I (Assistant Municipal Treasurer)	5.2	22	46,974.00	Bachelor's degree preferably in commerce, public administration or law	None required	3 years experience in the treasury or accounting service	First grade Civil Service Eligibility or its equivalent		Municipal Treasurer's Office
4	Planning Officer V	4.8	22	46,974.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional); 2nd Level Eligibility		Municipal Planning and Development Office
5	Engineer III	10.5	19	33,679.00	Bachelor's degree in Engineering relevant to the job	8 hours of relevant training	2 years of relevant experience	RA 1080		Office of the Municipal Engineer
6	Dentist III	11.17	19	42,099.00	Doctor of Dental Medicine or Dental Surgery	8 hours of relevant training	2 years of relevant experience	RA 1080 (Dentist)		Municipal Health Office
7	Administrative Officer IV (Information Officer II)	1.78	15	23,208.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional); 2nd Level Eligibility		Office of the Municipal Mayor
8	Local Treasury Operations Officer II	5.18	15	23,208.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional); 2nd Level Eligibility		Municipal Treasurer's Office
9	Accountant II	8.4	15	23,208.00	Bachelor's degree in Commerce / Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080 (Certified Public Accountant)		Office of the Municipal Accountant

10	Administrative Officer IV (Management and Audit Analyst II)	8.7	15	23,208.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional); 2nd Level Eligibility		Office of the Municipal Accountant
11	Agriculturist II	12.9; 12.10	15	23,208.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	4 hours of relevant training	1 year of relevant experience	Relevant RA 1080		Office of the Municipal Agriculturist
12	Aquaculturist II	12.13	15	23,208.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional); 2nd Level Eligibility		Office of the Municipal Agriculturist
13	Social Welfare Officer II	13.6	15	23,208.00	Bachelor's degree in Social Work	4 hours of relevant training	1 year of relevant experience	RA 1080 (Social Worker)		Municipal Social Welfare and Development Office
14	Youth Development Officer II	13.7	14	21,195.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional); 2nd Level Eligibility		Municipal Social Welfare and Development Office
15	Midwife III	11.6; 11.8	13	24,224.00	Completion of Midwifery course	8 hours of relevant training	2 years of relevant experience	RA 1080 (Midwife)		Municipal Health Office
16	Statistician I	4.1	11	16,143.00	Bachelor's degree	None required	None required	Career Service (Professional); 2nd Level Eligibility		Municipal Planning and Development Office
17	Administrative Assistant V (Data Controller III)	3.7; 5.19	11	16,143.00	Completion of two years studies in college or high school graduate with relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Data Encoder (MC 11, s. 1996, as amended); Career Service (Sub-professional); 1st Level Eligibility		Municipal Treasurer's Office and Municipal Budget Office
18	Construction and Maintenance General Foreman	1.82	11	16,143.00	High school graduate	8 hours of relevant training	2 years of relevant experience	None required (MC 10, s. 2013, Cat. III)		General Services Office
19	Medical Technologist I	11.18	11	20,179.00	Bachelor's degree in Medical Technology or in Public Health	None required	None required	RA 1080 (Medical Technologist)		Municipal Health Office
20	Nutrition Officer I	11.20	10	18,718.00	Bachelor's degree relevant to the job	None required	None required	RA 1080 (Nutritionist/Dietician)		Municipal Health Office
21	Pharmacist I	11.21	10	18,718.00	Bachelor's degree in Pharmacy	None required	None required	RA 1080 (Pharmacist)		Municipal Health Office
22	Youth Development Officer I	13.8	10	14,974.00	Bachelor's degree	None required	None required	Career Service (Professional); 2nd Level Eligibility		Municipal Social Welfare and Development Office
23	Assessment Clerk III	6.6	9	13,978.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional); 1st Level Eligibility		Office of the Municipal Assessor

24	Administrative Assistant II (Disbursing Officer II)	5.20	8	13,026.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional); 1st Level Eligibility		Municipal Treasurer's Office
25	Administrative Assistant II (Budgeting Assistant)	3.6	8	13,026.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional); 1st Level Eligibility		Municipal Budget Office
26	Administrative Assistant II (Clerk IV)	7.5	8	13,026.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional); 1st Level Eligibility		Office of the Municipal Civil Registrar
27	Administrative Assistant II (Data Entry Machine Operator II)	1.81	8	13,026.00	Completion of two years studies in college or high school graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Data Encoder (MC 11, s. 1996, as amended); Career Service (Sub-professional); 1st Level Eligibility		General Services Office
28	Administrative Assistant II (Carpenter Foreman)	1.86	8	13,026.00	High School graduate or completion of relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Carpenter (MC 10, s. 2013, Cat. II)		General Services Office
29	Construction and Maintenance Foreman	10.6	8	13,026.00	High School graduate	4 hours of relevant training	1 year of relevant experience	None required (MC 10, s. 2013, Cat. III)		Office of the Municipal Engineer
30	Sanitation Inspector II	11.19	8	16,282.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional); 1st Level Eligibility		Municipal Health Office
31	Farm Supervisor	12.11; 12.12	8	13,026.00	High School graduate	4 hours of relevant training	1 year of relevant experience	None required (MC 10, s. 2013, Cat. III)		Office of the Municipal Agriculturist
32	Local DRRM Assistant	9.4	8	13,026.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience in DRRM	Career Service (Sub-professional); 1st Level Eligibility		Municipal Disaster Risk Reduction and Management Office
33	Administrative Aide III (Driver I)	1.72; 1.73; 1.37; 9.5	3	9,531.00	Elementary School graduate	None required	None required	Professional Driver's License (MC 10, s. 2013, Cat. IV)		Office of the Municipal Mayor; General Services Office; MDRRMO
34	Administrative Aide III (Utility Worker II)	1.74; 1.75; 1.76; 1.77; 4.9; 8.6; 1.83; 1.84; 1.85; 1.79; 1.80	3	9,531.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013, Cat. III)		Office of the Municipal Mayor; MPDO; Office of the Municipal Accountant; General Services Office; Market & Slaughterhouse

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 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:

ATTY. MILDRED JOY QUE, CPA

Municipal Mayor

Municipal Hall, Rizal Ave., cor. Capitan Cidada St.

Brgy. Buntay (Pob.), Dulag, Leyte 6505

mique.dulag1gu@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.