

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:



**EUTQUIO C. GLOBIO, JR.**  
HRMO

Date: 18 December 2019

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Administrative Officer I (Records Officer I)	2.27	10	15,386.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional); 2nd Level Eligibility	Office of the Municipal Vice-Mayor
2	Local Legislative Staff Assistant III	2.18	10	15,386.00	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Sub-professional); 1st Level Eligibility	Office of the Municipal Vice-Mayor
3	Administrative Assistant II (Data Entry Machine Operator II)	2.28	8	13,406.00	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	Office of the Municipal Vice-Mayor
4	Local Legislative Staff Employee II	2.29; 2.30	4	10,571.00	Elementary school graduate	None required	None required	None required	Office of the Municipal Vice-Mayor
5	Administrative Aide III (Utility Worker II)	2.31; 2.32; 2.33; 2.34	3	9,973.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013, Cat. III)	Office of the Municipal Vice-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 02 January 2020:

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 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:

**JADE A. AGULLO**  
Municipal Vice-Mayor  
Municipal Hall, Rizal Ave., cor. Capitan Ciudad St.  
Brgy. Buntay (Pob.), Dulag, Leyte 6505

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

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					Education	Training	Experience	Eligibility		Competency (if applicable)
1	Administrative Officer II (Accountant I)	5.14	11	16,143.00	Bachelor's degree in Commerce / Business Administration major in Accounting	None required	None required	RA 1080 (CPA)		Office of the Municipal Accountant
2	Administrative Assistant III (Mechanic III)	1.87	9	13,978.00	High school graduate or completion of vocational/trade course	4 hours of relevant training	1 year of relevant experience	Mechanic (MC 10, s. 2013-Cat. III)		General Services Office

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**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 Ciudad St.  
Brgy. Buntay (Pop.), Dulag, Leyte 6505  
[mique.dulag@gu@gmail.com](mailto:mique.dulag@gu@gmail.com)

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