


Republic of the Philippines  
Local Government Unit, Inopacan 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 Local Government Unit, Inopacan in the CSC website:

  
RICARDO ERIC S. PROJO  
HRMO

Date: 17-Feb-20

| 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   | Local DRRM Officer I                                | 1.8                | 11                     | 15,566.00      | Bachelor's Degree  | None Rquired | None Required | Career Service Professional/<br>2nd Level Eligibility     | N/A                        | Mayor's Office               |
| 2   | Revenue Collection Clerk I                          | 4.2                | 5                      | 10,505.00      | Completion of 2 years studies in college                                     | None Rquired | None Required | Career Service Sub-Professional/<br>1st Level Eligibility | N/A                        | Municipal Treasurer's Office |
| 3   | Medical Technologist I                              | 10.1               | 11                     | 20,754.00      | Bachelor's Degree in Medical Technology/Bachelor of Science in Public Health | None Rquired | None Required | R.A. 1080 (Medical Technologist I)                        | N/A                        | Rural Health Unit            |
| 4   | Social Welfare Aide                                 | 14.5               | 4                      | 9,911.00       | High School Graduate   | None Rquired | None Required | None required MC 11, s. 96-Cat III                        | N/A                        | MSWD                         |
| 5   | Administrative Aide IV (Driver II)                  | 10.9               |                        | 13,214.00      | High School Graduate   | None Rquired | None Required | Driver's License (MC 11, s. 96 - Cat. IV, as amended)     | N/A                        | Rural Health Unit            |

All Interested and qualified applicants, including Persons With Disability (PWD), regardless of sexual preference and gender, should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than March 9, 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:

**RICARDO ERIC S. PROJO**  
Personnel Officer  
New Municipal Building, Poblacion, Inopacan, Leyte  
[cire214@ymail.com](mailto:cire214@ymail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.