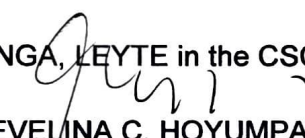


Republic of the Philippines  
**MGO KANANGA, LEYTE**  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the MGO KANANGA, LEYTE in the CSC website:

  
**EVELINA C. HOYUMPA**  
**HRMO**

Date: January 05, 2024

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	Administrative Aide III (Driver I)	1021-018	3	12,215.00	Elementary School Graduate	None Required	None Required	Driver License (MC 11 S. 96 Cat 11)		Mun. Vice Mayor's Office
2	Administrative Aide II (Messenger I)	1021-019	2	11,511.00	Elementary School Graduate	None Required	None Required	None Required (MC 11 S. 96 Cat III)		Mun. Vice Mayor's Office
3	Secretary II	1021-020	7	15,461.00	completion of two yrs. studies in college	None Required	None Required	Career Service Sub- Prof. / First Level Eligibility		Mun. Vice Mayor's Office
4	Stenographer	1022-025	4	12,960.00	completion of two yrs. studies in college	None Required	None Required	Career Service Sub- Prof. / First Level Eligibility		Mun. Vice Mayor's Office
5	Project Evaluation Officer I	1041-029	11	21,489.00	Bachelor's Degree Relevant to the Job	None Required	None Required	Career Service (Prof) /Second Level Eligibility		MPDO
6	Statistician Aide	1041-030	4	13,060.00	completion of two yrs. studies in college	None Required	None Required	Career Service Sub- Prof. / First Level Eligibility		MPDO
7	Administrative Aide I (Utility Worker I)	1041-032	1	10,831.00	must be able to read & write	None Required	None Required	None Required (MC 11 S. 96 Cat III)		MPDO
8	Engineer III	1061-039	19	45,509.00	Bachelor's degree engineering relevant to the job	8 hours of relevant training	Two years of relevant experience	R.A 1080 (Engineer)		General Services Office
9	Watchman	1061-044	2	12,437.00	Elementary School Graduate	None Required	None Required	None Required (MC 11, S. 96 - CAT. III)		General Services Office
10	Adm. Aide IV (Driver II)	1061-047	4	12,960.00	Elementary School Graduate	None Required	None Required	Drivers License (MC 11 s. 96 Cat. II)		General Services Office

11	Revenue Collection Clerk I	1091-064	5	14,394.00	completion of two yrs. Studies in college	4 hrs. of relevant training	one year of relevant experience	Career Service Sub-Prof. / First Level Eligibility		Mun. Treasurer's Office
12	Adm. Aide IV (Clerk II)	1091-066	4	12,960.00	completion of two yrs. Studies in college	None Required	None Required	Career Service Sub-Prof. / First Level Eligibility		Mun. Treasurer's Office
13	Assessment Clerk I	1101-069	4	12,960.00	completion of two yrs. Studies in college	None Required	None Required	Career Service Sub-Prof. / First Level Eligibility		Mun. Assessor's Office
14	Medical Technologist I	4411-075	11	23,877.00	BS MEDTECH Grad. or Bachelor of Science in Public Health	2 hours of relevant training	None Required	R.A. 1080 (Medical Technologist)		Mun. Health Office
15	Midwife III	4411-076	13	28,276.00	Completion of Midwifery Course	None Required	None Required	R.A. 1080 (Midwife)		Mun. Health Office
16	Midwife II	4411-078	11	23,877.00	Completion of Midwifery Course	None Required	None Required	R.A. 1080 (Midwife)		Mun. Health Office
17	Sanitation Inspector I	4411-085	6	16,200.00	completion of two yrs. studies in college	None Required	None Required	Career Service Sub-Prof. / First Level Eligibility		Mun. Health Office
18	Population Program Worker I	4411-086	5	15,275.00	completion of two yrs. studies in college	None Required	None Required	Career Service Sub-Prof. / First Level Eligibility		Mun. Health Office
19	Barangay Health Aide	4411-087	4	14,400.00	High School Graduate	None Required	None Required	Career Service Sub-Prof. / First Level Eligibility		Mun. Health Office
20	Administrative Aide I (Utility Worker I)	4411-089	1	13,000.00	Must be able to read and write	None Required	None Required	None Required (MC 11, S. 96 - CAT. III)		Mun. Health Office
21	Nurse II	4411-160	16	39,672.00	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	R.A. 1080 (Nurse)		Mun. Health Office
22	Medical Officer III	4422-092	21	60,901.00	Doctor of Medicine	None Required	None Required	R.A. 1080 (Doctor of Medicine)		Kananga Mun. Hospital
23	Nurse I	4422-094	15	33,575.00	Bachelor of Science in Nursing	None Required	None Required	R.A. 1080 (Nurse)		Kananga Mun. Hospital
24	Nurse I	4422-095	15	33,575.00	Bachelor of Science in Nursing	None Required	None Required	R.A. 1080 (Nurse)		Kananga Mun. Hospital
25	Nurse I	4422-096	15	33,575.00	Bachelor of Science in Nursing	None Required	None Required	R.A. 1080 (Nurse)		Kananga Mun. Hospital
26	Midwife I	4422-097	9	19,593.00	Completion of Midwifery Course	None Required	None Required	R.A. 1080 (Midwife)		Kananga Mun. Hospital
27	Midwife I	4422-098	9	19,593.00	Completion of Midwifery Course	None Required	None Required	R.A. 1080 (Midwife)		Kananga Mun. Hospital
28	Midwife I	4422-099	9	19,593.00	Completion of Midwifery Course	None Required	None Required	R.A. 1080 (Midwife)		Kananga Mun. Hospital
29	Nursing Attendant I	4422-100	4	14,400.00	Elementary School Graduate	None Required	None Required	None Required (MC 11 S. 96 Cat III)		Kananga Mun. Hospital



30	Nursing Attendant I	4422-101	4	14,400.00	Elementary School Graduate	None Required	None Required	None Required (MC 11 S. 96 Cat III)		Kananga Mun. Hospital
31	Nursing Attendant I	4422-102	4	14,400.00	Elementary School Graduate	None Required	None Required	None Required (MC 11 S. 96 Cat III)		Kananga Mun. Hospital
32	Nursing Attendant I	4422-103	4	14,400.00	Elementary School Graduate	None Required	None Required	None Required (MC 11 S. 96 Cat III)		Kananga Mun. Hospital
33	Adm. Aide VI (Clerk III)	4422-104	6	16,200.00	completion of two yrs. Studies in college	None Required	None Required	Career Service Sub-Prof. First Level Eligibility		Kananga Mun. Hospital
34	Cook I	4422-106	3	13,572.00	Elementary School Graduate	None Required	None Required	None Required (MC 11 S. 96 Cat III)		Kananga Mun. Hospital
35	Administrative Aide I (Utility Worker I)	4422-105	1	12,034.00	must be able to read & write	None Required	None Required	None Required (MC 11 S. 96 Cat III)		Kananga Mun. Hospital
36	Administrative Aide III (Driver I)	4422-107	3	13,572.00	Elementary School Graduate	None Required	None Required	Driver License (MC 11 S. 96 Cat 11)		Kananga Mun. Hospital
37	Administrative Aide III (Utility Worker II)	8751-121	3	13,200.00	Must be able to read and write	None Required	None Required	None Required (MC 11, S. 96 - CAT. III)		Municipal Engineering Office
38	Administrative Aide II (Messenger I)	8751-125	2	11,511.00	Elementary School Graduate	None Required	None Required	None Required (MC 11 S. 96 Cat III)		Municipal Engineering Office
39	Administrative Aide I (Utility Worker I)	8751-127	1	10,831.00	Must be able to read and write	None Required	None Required	None Required (MC 11 S. 96 Cat III)		Municipal Engineering Office
40	Administrative Aide IV (Clerk II)	8771-132	4	13,494.00	Completion of 2 years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		KMWS
41	Meter Reader I	8771-133	4	13,494.00	High School Graduate	None Required	None Required	None Required (MC 11, s.96 - Cat. I)		KMWS
42	Meat Inspector I	8812-138	6	15,798.00	Completion of 2 years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		Economic Enterprises (Slaughterhouse)
43	Adm. Aide I (Laborer I)	8812-140	1	10,831.00	must be able to read & write	None Required	None Required	None Required (MC 11 S. 96 Cat III)		Economic Enterprises (Slaughterhouse)
44	Revenue Collection Clerk III	8811-137	9	19,090.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Economic Enterprises (Public Market)
45	Adm. Aide IV (Comm. Equipt. Operator I)	1031-142	4	12,960.00	completion of two yrs. Studies in college or High School Graduate	None Required	None Required	Appropriate License (MC11. s.96-Cat. III)		Municipal Administrator's Office
46	Administrative Aide II (Messenger)	1031-143	2	12,437.00	Elementary School Graduate	None Required	None Required	None Required (MC 11, S. 96 - CAT. III)		Municipal Administrator's Office
47	Admin. Aide I (Utility Worker I)	1031-145	1	11,265.00	Must be able to read and write	None	None	None Required (MC 11 S. 96 Cat III)		Municipal Administrator's Office



48	Municipal Government Department Head I (Municipal Tourism Officer)	8852-156	24	79,569.00	Bachelor's degree in tourism, business, law, economics, marketing, public administration or other related fields	DOT specific and mandatory trainings such as but not limited to the following: - Tourism Awareness and Capability Building seminar for LGUs. -Seminar on Disaster Risk Reduction and Management. -Basic Tourism Statistics Training (BTST) -Local Tourism Guidebook Orientation and; -Seminar on Gender and Development Orientation.	4 years of work experience and involvement in the tourism industry either in the private sector or the government	Career Service (Professional) / Second Level Eligibility/ First Grade civil service eligibility		Municipal Tourism Office
49	Municipal Government Department Head I (Municipal Environment and Natural Resources Officer)	8731-157	24	79,569.00	Bachelor's degree in Environment, Forestry, Agriculture or any related course.	None	3 years experience in environmental and natural resources management, conservation and utilization.	Career Service (Professional) / Second Level Eligibility/ First Grade civil service eligibility		Municipal Environment and Natural Resources Office
50	Local DRRM Assistant	9940-151	8	16,426.00	completion of two yrs. Studies in college	4 hours of relevant training	1 year of relevant experience on DRR	Career Service Sub-Prof. First Level Eligibility		MDRRMO
51	Local DRRM Assistant	9940-152	8	16,426.00	completion of two yrs. Studies in college	4 hours of relevant training	1 year of relevant experience on DRR	Career Service Sub-Prof. First Level Eligibility		MDRRMO
52	Mun. Livelihood and Cooperative Officer (Cooperative Development Specialist II)	8971-153	15	30,218.00	Bachelors Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Prof.) Second Level Eligibility		Municipal Mayor's Office
53	Social Welfare Officer I	7611-161	11	24,300.00	Bachelor's degree relevant to the Job	None Required	None Required	Career Service (Prof.) Second Level Eligibility		Municipal Social Welfare & Development 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 January 31, 2024.

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.
5. This office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of positions without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

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

**EVELINA C. HOYUMPA**

Administrative Officer V (HRMO III)

Real St. Poblacion, Kananga, Leyte

[lgukanangahr@gmail.com](mailto:lgukanangahr@gmail.com)

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