

Republic of the Philippines
(Local Government Unit of Kananga)
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 (LGU Kananga) in the CSC website:


EVELINA C. HOYUMPA
HRMO III

Date: October 13, 2020

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	11,219.00	Elementary School Graduate	None Required	None Required	Driver License (MC 11 S. 96 Cat 11)		Mun. Vice Mayor's Office
2	Secretary II	1021-020	7	14,164.00	completion of two yrs. studies in college	None Required	None Required	Career Service Sub-Prof. / First Level Eligibility		Mun. Vice Mayor's Office
3	Stenographer	1022-025	4	11,893.00	completion of two yrs. studies in college	None Required	None Required	Career Service Sub-Prof. / First Level Eligibility		Mun. Vice Mayor's Office
4	Project Evaluation Officer I	1041-029	11	18,679.00	Bachelor's Degree Relevant to the Job	None Required	None Required	Career Service (Prof) /Second Level Eligibility		MPDO
5	Adm. Aide IV (Driver II)	1061-047	4	11,893.00	Elementary School Graduate	None Required	None Required	Drivers License (MC 11 s. 96 Cat. II)		General Services Office
6	Adm. Aide II (Bookbinder I)	1081-056	2	10,585.00	Elementary School Graduate	None Required	None Required	None Required (MC 11 S. 96 Cat III)		Municipal Accountant Office
7	Revenue Collection Clerk II	1091-063	7	14,164.00	completion of two (2) yrs.	4 hrs. of relevant training	one year of relevant experience	Career Service Sub-Prof. / First Level Eligibility		Mun. Treasurer's Office
8	Adm. Aide VI (Clerk III)	1091-065	6	13,362.00	completion of two yrs. Studies in college	None Required	None Required	Career Service Sub-Prof. / First Level Eligibility		Mun. Treasurer's Office
9	Adm. Aide IV (Clerk II)	1091-066	4	11,893.00	completion of two yrs. Studies in college	None Required	None Required	Career Service Sub-Prof. / First Level Eligibility		Mun. Treasurer's Office

10	Assessment Clerk I	1101-069	4	11,893.00	completion of two yrs. Studies in college	None Required	None Required	Career Service Sub-Prof. / First Level Eligibility		Mun. Assessor's Office
11	Municipal Health Officer	4411-071	24	83,406.00	Doctor of Medicine	None Required	3 yrs. experience as Medical Practitioner	R.A. 1080 (Doctor of Medicine)		Mun. Health Office
12	Medical Technologist I	4411-075	11	20,754.00	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
13	Population Program Wkr. I	4411-086	5	14,007.00	completion of two yrs. studies in college	None Required	None Required	Career Service Sub-Prof. / First Level Eligibility		Mun. Health Office
14	Midwife I	4411-082	9	17,975.00	Completion of Midwifery Course	None Required	None Required	R.A. 1080 (Midwife)		Mun. Health Office
15	Medical Officer III	4422-092	21	57,805.00	Doctor of Medicine	None Required	None Required	R.A. 1080 (Doctor of Medicine)		Kananga Mun. Hospital
16	Midwife I	4422-097	9	17,975.00	Completion of Midwifery Course	None Required	None Required	R.A. 1080 (Midwife)		Kananga Mun. Hospital
17	Midwife I	4422-098	9	17,975.00	Completion of Midwifery Course	None Required	None Required	R.A. 1080 (Midwife)		Kananga Mun. Hospital
18	Midwife I	4422-099	9	17,975.00	Completion of Midwifery Course	None Required	None Required	R.A. 1080 (Midwife)		Kananga Mun. Hospital
19	Nursing Attendant I	4422-100	4	13,214.00	Elementary School Graduate	None Required	None Required	None Required (MC 11 S. 96 Cat III)		Kananga Mun. Hospital
20	Nursing Attendant I	4422-101	4	13,214.00	Elementary School Graduate	None Required	None Required	None Required (MC 11 S. 96 Cat III)		Kananga Mun. Hospital
21	Nursing Attendant I	4422-102	4	13,214.00	Elementary School Graduate	None Required	None Required	None Required (MC 11 S. 96 Cat III)		Kananga Mun. Hospital
22	Nursing Attendant I	4422-103	4	13,214.00	Elementary School Graduate	None Required	None Required	None Required (MC 11 S. 96 Cat III)		Kananga Mun. Hospital
23	Adm. Aide VI (Clerk III)	4422-104	6	14,847.00	completion of two yrs. Studies in college	None Required	None Required	Career Service Sub-Prof. First Level Eligibility		Kananga Mun. Hospital
24	Cook I	4422-106	3	12,466.00	Elementary School Graduate	None Required	None Required	None Required (MC 11 S. 96 Cat III)		Kananga Mun. Hospital
25	Administrative Aide I (Utility Worker I)	4422-105	1	11,068.00	must be able to read & write	None Required	None Required	None Required (MC 11 S. 96 Cat III)		Kananga Mun. Hospital
26	Administrative Aide III (Driver I)	4422-107	3	11,219.00	Elementary School Graduate	None Required	None Required	Driver License (MC 11 S. 96 Cat 11)		Kananga Mun. Hospital
27	Administrative Aide I (Utility Worker I)	8751-127	1	9,961.00	Must be able to read and write	None Required	None Required	None Required (MC 11 S. 96 Cat III)		Municipal Engineering Office
28	Adm. Aide I (Laborer I)	8812-140	1	9,961.00	must be able to read & write	None Required	None Required	None Required (MC 11 S. 96 Cat III)		Mun. Slaughterhouse Office

29	Adm. Aide IV (Comm. Equipt. Operator I)	1031-142	4	11,893.00	completion of two yrs. Studies in college or High School Graduate	None Required	None Required	Appropriate License (MC11. s.96-Cat. III)		Mun. Administrator's Office
30	Local DRRM Assistant	9940-151	8	15,082.00	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
31	Local DRRM Assistant	9940-152	8	15,082.00	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
32	Cooperative Development Specialist II	8971-153	15	27,478.00	Bachelors Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Prof.) Second Level Eligibility		Mayor's Office
*****Nothing Follows*****										

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:

HON. MANUEL VICENTE M. TORRES

Municipal Mayor

Mayor's Office, LGU Kananga, Leyte

(lgukanangahr@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.