


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

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	Secretary II	1021-020	7	14,164.00	completion of two yrs. studies in college	None Required	None Required	Career Service Sub-Prof.	Mun. Vice Mayor's Office	
2	Stenographer	1022-025	4	11,893.00	completion of two yrs. studies in college	None Required	None Required	Career Service Sub-Prof.	Mun. Vice Mayor's Office	
3	Adm. Aide IV (Driver I)	1061-047	4	11,893.00	Elem. School Graduate	None Required	None Required	Driver License (MC 11 S. 96 Cat. II)	Gen. Services Office	
4	Municipal Government Department Head I (Municipal Accountant)	1081-050	24-1	P75,065.00	Bachelor's Degree in Commercial Business Administration Major in Accounting	None	3 years experience in the Treasury or Accounting Service	R.A. 1080	must be a resident of the Municipality of Kananga	Municipal Accounting's Office, Kananga, Leyte
5	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. II)		Municipal Accountant's Office
6	Revenue Collection Clerk III	1091-060	9	16,178.00	completion of two(2) yrs. studies in college	4 hrs. of relevant training	one year of relevant experience	Career Service (Sub-Professional) First Eligibility		Mun. Treasurer's Office
7	Revenue Collection Clerk II	1091-063	7	14,164.00	completion of two(2) yrs. studies in college	4 hrs. of relevant training	one year of relevant experience	Career Service (Sub-Professional) First Eligibility		Mun. Treasurer's Office
8	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
9	Municipal Health Officer	4411-071	24	83,406.00	Doctor of Medicine	8 hrs. of relevant training	2 yrs. of relevant experience	R.A. 1080		Mun. Health Office
10	Medical Technologist III	4411-073	18	40,637.00	BS MEDICAL TECH or Bachelor of Science in Public Health	8 hours of relevant training	two years of relevant experience	R.A. 1080		Mun. Health Office
11	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
12	Medical Officer III	4422-092	21	67,805.00	Doctor of Medicine	None Required	None Required	R.A. 1080		Kananga Mun. Hospital
13	Nurse I	4422-094	11	20,754.00	BS Nursing Graduate	None Required	None Required	R.A. 1080		Kananga Mun. Hospital
14	Nurse I	4422-095	11	20,754.00	BS Nursing Graduate	None Required	None Required	R.A. 1080		Kananga Mun. Hospital
15	Nurse I	4422-096	11	20,754.00	BS Nursing Graduate	None Required	None Required	R.A. 1080		Kananga Mun. Hospital
16	Midwife I	4422-097	9	17,875.00	Completion of Midwifery Course	None Required	None Required	R.A. 1080		Kananga Mun. Hospital
17	Midwife I	4422-098	9	17,875.00	Midwifery	None Required	None Required	R.A. 1080		Kananga Mun. Hospital
18	Midwife I	4422-099	9	17,875.00	Completion of Midwifery Course	None Required	None Required	R.A. 1080		Kananga Mun. Hospital
19	Nursing Attendant I	4422-100	4	13,214.00	Elem. 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	Elem. 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	Elem. 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	Elem. 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	Elem. 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 Grad.	None Required	None Required	Driver License (MC 11 S. 96 Cat 11)		Kananga Mun. Hospital
27	Engineer II	8751-116	16	30,226.00	Bachelor's Degree in Engineering relevant to the	4 hours relevant training	1 year of relevant experience	R.A. 1080		Mun. Engineering Office
28	Adm. Aide II (Bookbinder I)	8751-122	2	10,585.00	Elementary School Grad.	None Required	None Required	None Required (MC 11 S. 96 Cat. II)		Mun. Engineering Office
29	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
30	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. II)		Mun. Slaughterhouse Office
31	Mun. Gov't Dept. Head I (Mun. Administrator)	1031-141	24	75,065.00	Bachelors Degree preferably in Public Administration, Law or any related course.	None Required	3 yrs. experience in mgt. & administration work	None		1st grade or its equivalent
32	Adm. Aide IV (Comm. Equip. 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. 4)		Mun. Administrator's Office
33	Local DRRM Officer I	9940-150	11	18,679.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Prof) / 2nd Level Eligibility		MDRRMO
34	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
35	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
36	Mun. Livelihood & Cooperative Officer	8971-153	15	27,478.00	Bachelors Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Prof), First Level Eligibility		Livelihood and Cooperative 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:

EVELINA C. HOYUMPA
HRMO III
HR Office, LGU Kananga, Leyte
(lgukanangahr@gmail.com)

APPLICANTS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.