

Republic of the Philippines
LGU-PADRE BURGOS, SOUTHERN 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 LGU-PADRE BURGOS, SOUTHERN LEYTE in the CSC website:

Flores
FLORELYN E. ACLAO

HRMO

Date: 8/16/2022

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	Municipal Government Department Head I (Municipal Treasurer I)	41	24	58,968.00	Bachelor's degree preferably in Commerce, Public Administration or Law	3 years experience in treasury or accounting service	None	First grade or its equivalent	N/A	OFFICE OF THE MUNICIPAL TREASURER
2	Engineer I	93	12	16,602.00	Bachelor's degree in Engineering relevant to the job	None required	None required	RA 1080 (Engineer)	N/A	OFFICE OF THE MUNICIPAL ENGINEER
3	Administrative Assistant II (Clerk IV)	26	8	11,992.50	Completion of 2 years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service Subprofessional), First Level Eligibility	N/A	OFFICE OF THE SANGGUNIANG BAYAN
4	Midwife I	56	6	15,300.00	Completion of Midwifery course	None required	None required	RA 1080 (Midwife)	N/A	MUNICIPAL HEALTH OFFICE
5	Farm Worker II	91	4	9,457.50	Elementary Graduate	None required	None required	None required MC 11, s.96-Cat. III, as amended	N/A	OFFICE OF THE MUNICIPAL AGRICULTURIST
6	Administrative Aide III (Utility Worker II)	78	3	8,919.50	Must be able to read and write	None required	None required	None required MC 11, s.96-Cat. III, as amended	N/A	OFFICE OF THE SANGGUNIANG BAYAN
7	Administrative Aide III (Utility Worker II)	85	3	8,919.50	Must be able to read and write	None required	None required	None required MC 11, s.96-Cat. III, as amended	N/A	OFFICE OF THE MUNICIPAL TREASURER
8	Administrative Aide III (Driver I)	86	3	12,475.00	Elementary School Graduate	None required	None required	Driver's License (MC 11, s. 96 - Cat. IV, as amended)	N/A	OFFICE OF THE MUNICIPAL HEALTH

9	Administrative Aide I (Utility Worker I)	77	1	7,917.00	Must be able to read and write	None required	None required	None required MC 11, s.96-Cat. III, as amended	N/A	OFFICE OF THE MUNICIPAL MAYOR
10	Administrative Aide I (Utility Worker I)	83	1	7,917.00	Must be able to read and write	None required	None required	None required MC 11, s.96-Cat. III, as amended	N/A	OFFICE OF THE MUNICIPAL ACCOUNTANT
11	Administrative Aide I (Utility Worker I)	87	1	11,309.50	Must be able to read and write	None required	None required	None required MC 11, s.96-Cat. III, as amended	N/A	MUNICIPAL HEALTH OFFICE
12	Administrative Aide I (Utility Worker I)	94	1	7,917.00	Must be able to read and write	None required	None required	None required MC 11, s.96-Cat. III, as amended	N/A	OFFICE OF THE MUNICIPAL ENGINEER

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 September 2, 2022.

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.
5. This office highly encourages all interested and qualified applicants and promotes equal employment to all men and women at all levels of position 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:

FLORDELYN E. ACLAO

HRMO I

Padre Burgos, Southern Leyte

mayoroffice2012@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.