

Republic of the Philippines  
**LGU-Palo, 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 of Palo, Leyte in the CSC website:

**ALLAN P. CHAVERO**  
HRMO-I

Date: 01/21/2020

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 I (Utility Worker I)	010	SG-1, Step 1	P8,854.00	Must be able to read and write	None required	None required	None required (MC II, s. 96-Cat. III)		Office of the Mayor
2	Tourism Culture & the Arts Officer I (Tourism Operations Officer I)	011-G	SG-11, Step 1	P16,603.00	Bachelor's degree relevant to the job	None required;	None required	Career Service (Professional), Second Level Eligibility		Tourism, Culture and the Arts Office (Office of the Mayor)
3	Supervising Administrative Officer (Administrative Officer IV)	011-M	SG-22, Step 1	P52,255.00	Bachelors degree	16 hours of relevant Training	3 years of relevant experience	Career Service (Professional), Second Level Eligibility		Office of the Mayor
4	Agricultural Technologist	074	SG-10, Step 1	P15,386.00	Bachelors degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None required;	None required	Relevant RA 1080		Municipal Agriculture's 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 February 7, 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:

**ALLAN P. CHAVERO**  
Human Resource Management Officer I  
LGU-Palo, Leyte  
[allchavs@yahoo.com](mailto:allchavs@yahoo.com)

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5	Sanitation Inspector II	079	SG-8, Step 1	P16,758.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional), First Level Eligibility		Municipal Health Office (RHU)
6	Sanitation Inspector I	088	SG-6, Step 1	P14,847.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional), First Level Eligibility		Municipal Health Office (RHU)
	x-x-x Nothing Follows x-x-x									

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**ALLAN P. CHAVERO**

Human Resource Management Officer I

LGU-Palo, Leyte

[allchavs@yahoo.com](mailto:allchavs@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.