

Republic of the Philippines  
Province of Leyte  
Municipality of Palompon

Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We are hereby request the publication of the following vacant positions, which are authorized to be filled, at the LGU-Palompon in the CSC website

  
**ROSETTE B. PAJARON-POGOY**  
HRMO

Date: \_\_\_\_\_

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	HUMAN RESOURCE MANAGEMENT AIDE	38	4	11,232.00	Completion of two years studies in college	None required	1 year of relevant experience	Career Service (Subprofessional)	Demonstrates professional competence and mastery of subject matter	ADMIN OFFICE
2	LICENSE INSPECTOR II	83	8	14,244.00	Completion of two years studies in college	4 hours o relevant training	1 year of relevant experience	Career Service (Subprofessional)	Meets commitments, observes deadlines and achieves desired results	MUN. TREASURER'S OFFICE
3	ADMIN AIDE III (UTILITY WORKER II)	89	3	10,596.00	Must be able to read and write	None required	None required	None required	Works to overcome obstacles to completing tasks or assignments	MUN. ASSESSOR'S OFFICE
4	ADMIN AIDE VI (ELECTRICIAN II)	92	6	12,620.00	High School Graduate or Completion of relevant vocational/trade course	None required	1 year of relevant experience	Electrician (Building Wiring) (-250 volts) (MC 11, s. 96-Cat. I)	Shows sense of urgency in attending to customer needs	GENERAL SERVICES OFFICE

5	ADMIN AIDE I (LABORER II)	95	3	10,596.00	Must be able to read and write	None required	None required	None required	Shows sense of urgency in attending to customer needs	GENERAL SERVICES OFFICE
6	ADMIN AIDE III (UTILITY WORKER II)	123	3	10,596.00	Must be able to read and write	None required	None required	None required	Works to overcome obstacles to completing tasks or assignments	MSWD
7	PARK MAINTENANCE GENRAL FOREMAN	130	10	16,348.00	High School Graduate	8 hours of relevant training	2 years of relevant experience	None required	Exerts additional effort in providing excellent customer service by consistently exceeding expectation established in the service level	MEETO
8	PARK MAINTENANCE GENRAL FOREMAN	131	10	16,348.00	High School Graduate	8 hours of relevant training	2 years of relevant experience	None required	Exerts additional effort in providing excellent customer service by consistently exceeding expectation established in the service level	MEETO
9	SECURITY GUARD I	133	3	10,596.00	High School Graduate	None required	1 year of relevant experience	Security Guard License	Deals with people by being pleasant and friendly to both internal and external clients	MEETO
10	ADMIN AIDE III (CLERK I)	137	3	10,596.00	Completion of two years studies in college	None required	1 year of relevant experience	Career Service (Subprofessional)	Quickly retrieves employees' records upon request and willingly and immediately responds to clients	MEETO

11	ADMIN AIDE III (CLRK I)	144	3	10,596.00	Completion of two years studies in college	None required	1 year of relevant experience	Career Service (Subprofessional)	Quickly retrieves employees' records upon request and willingly and immediately responds to clients	MUN. AGRICULTURE'S OFFICE
12	FARM WORKER I	145	2	9,997.00	Elementary School Graduate	None required	1 year of relevant experience	None required	Works to overcome obstacles to completing tasks or assignments	MUN. AGRICULTURE'S OFFICE
13	ADMIN AIDE III (DRIVER I)	153	3	10,596.00	Elementary School Graduate	None required	1 year of relevant experience	Driver License	Works to overcome obstacles to completing tasks or assignments	MUN. ENGINEERING OFFICE
14	ADMIN AIDE III (DRIVER I)	154	3	10,596.00	Elementary School Graduate	None required	1 year of relevant experience	Driver License	Works to overcome obstacles to completing tasks or assignments	MUN. ENGINEERING OFFICE
15	METER READER I	161	4	11,232.00	High School Graduate	None required	1 year of relevant experience	None required	Responds to employee/client inquiries	WASH
16	METER READER I	162	4	11,232.00	High School Graduate	None required	1 year of relevant experience	None required	Responds to employee/client inquiries	WASH
17	WATER PUMP OPERATOR	163	4	11,232.00	High School Graduate or Completion of relevant vocational/trade course	None required	1 year of relevant experience	None required	Responds to employee/client inquiries	WASH
18	ADMIN AIDE III (CLERK I)	164	3	10,596.00	Completion of two years studies in college	None required	1 year of relevant experience	Career Service (Subprofessional)	Quickly retrieves employees' records upon request and willingly and immediately responds to clients	WASH

19	PIPEFITTER I	165	3	10,596.00	Elementary School Graduate	None required	1 year of relevant experience	Pipefitter or Plumber	Responds to employee/client inquiries	WASH
20	ADMIN AIDE III (DRIVER I)	166	3	10,596.00	Elementary School Graduate	None required	None required	Driver License	Works to overcome obstacles to completing tasks or assignments	WASH
21	CONSTRUCTION & MAINTENANCE MAN	167	2	9,997.00	Elementary School Graduate	None required	1 year of relevant experience	None required	Tries new approaches/methods to improve performance	WASH
22	CONSTRUCTION & MAINTENANCE MAN	168	2	9,997.00	Elementary School Graduate	None required	1 year of relevant experience	None required	Tries new approaches/methods to improve performance	WASH
23	CONSTRUCTION & MAINTENANCE MAN	169	2	9,997.00	Elementary School Graduate	None required	1 year of relevant experience	None required	Tries new approaches/methods to improve performance	WASH
24	LABORER I	170	1	9,408.00	Must be able to read and write	None required	None required	None required	Follows standard operating procedure even in difficult situation	WASH
25	ADMIN AIDE I	171	1	9,408.00	Must be able to read and write	None required	None required	None required	Meets commitments, observes deadlines and achieves desired results	WASH

26	PARK MAINTENANCE GENRAL FOREMAN	176	10	16,348.00	High School Graduate	8 hours of relevant training	2 years of relevant experience	None required	Exerts additional effort in providing excellent customer service by consistently exceeding expectation established in the service level	TDA's
27	PARK MAINTENANCE GENRAL FOREMAN	177	10	16,348.00	High School Graduate	8 hours of relevant training	2 years of relevant experience	None required	Exerts additional effort in providing excellent customer service by consistently exceeding expectation established in the service level	TDA's
28	NURSE II	191	15(14)	30,531.00	Bachelor of Science in Nursing	4 hours o relevant training	1 year of relevant experience	RA 1080	Sets high standards of work performance for self	RHU
29	NURSE II	192	15(14)	30,531.00	Bachelor of Science in Nursing	4 hours o relevant training	1 year of relevant experience	RA 1080	Sets high standards of work performance for self	RHU
30	MIDWIFE I	193	9(6)	17,975.00	Completion of Midwifery Course	None required	1 year of relevant experience	RA 1080	Sets high standards of work performance for self	RHU
31	MIDWIFE I	194	9(6)	17,975.00	Completion of Midwifery Course	None required	1 year of relevant experience	RA 1080	Sets high standards of work performance for self	RHU

We encourage interested and qualified applicants regardless of gender, civil status, disability, ethnicity, religion and political affiliation to signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than June 29, 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:

  
\_\_\_\_\_  
ROSETTE B. PAJARON-POGOY

HRMO

\_\_\_\_\_  
Rizal St., Palompon, Leyte

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

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