

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	INTERNAL AUDITOR	9	15	25,951.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant training	Career service (Professional)/ Second level	Identifies and negotiates directions with stakeholders with the intent of prioritising, sequencing, and scheduling goals based on cascaded strategies of the organization.	MUN. MAYOR'S OFFICE
2	ELECTRONICS AND COMMUNICATIONS TECHNICIAN I	57	6	12,620.00	Completion of two years studies in college or High School Graduate w/ relevant vocational/trade course	none required	none required	(MC 11, s. 96-Cat.III)	Works to overcome obstacles to completing tasks or assignments	MPDC

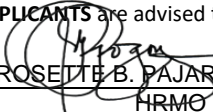
3	ASSESSMENT CLERK I	88	4	11,232.00	Completion of two years studies in college	none required	none required	Career service (Subprofessional)	Checks accuracy of the details of all transactions and record keeping	ASSESSOR
4	AGRICULTURAL TECHNOLOGIST	143	10	16,348.00	Bachelor's degree relevant to the job	none required	none required	Career service (Professional)/ Second level	Explores more effective work processes or methods in own work and adjusts accordingly in order to get the job done quickly and effectively	MUN. AGRICULTURE OFFICE
5	ENVIRONMENTAL MANAGEMENT SPECIALIST I	129	11	17,641.00	Bachelor's degree relevant to the job	none required	none required	Career service (Professional)/ Second level	Monitors own progress on innovations introduced against targets, identifies cause of own performance gaps and modifies actions accordingly and considers urgent task and delivers results without delays	MEETO
6	MOTORPOOL SUPERVISOR II	148	9	15,279.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant training	Career service (Subprofessional)	Decides on simple queries/ concerns within jurisdiction	MUN. ENGINEERING OFFICE

7	MARKET SUPERVISOR I	173	10	16,348.00	Bachelor's degree	none required	none required	Career service (Professional)/ Second level	Monitors own progress on innovations introduced against targets, identifies cause of own performance gaps and modifies actions accordingly and considers urgent task and delivers results without delays	PUBLIC MARKET
8	MEAT INSPECTOR I	174	6	12,620.00	Completion of two years studies in college	4 hours of relevant training	none required	Career service (Subprofessional)	.Delivers work promptly that is consistent with office policies and procedures, and feels a sense of accomplishment	PUBLIC MARKET

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 July 3, 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  
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 Rizal St., Palompon, Leyte  
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[lgupalompon@gmail.com](mailto:lgupalompon@gmail.com)  
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**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**