

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. RAJARON-PO
HRMO

Date: _____

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				
					Education	Training	Experience	Eligibility	Competency (if applicable)
1	LABOR AND EMPLOYMENT OFFICER I	188	11	17,641.00	Bachelor's degree	none required	none required	Career Service (Professional)	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

2	RECORDS OFFICER I	3	10	16,348.00	Bachelor's degree	none required	none required	Career Service (Professional)	Keeps updated with current records management technology and practices to continuously improve existing systems and practices for efficiency and effectiveness in records management functions
3	ADMIN. AIDE III (CLERK I)	25	3	10,596.00	Completion of two years studies in college	none required	none required	Career Service (SubProfessional)	Understands role in the agency and RECOGNIZES the importance and value of efficient work
4	ADMIN AIDE III (UTILITY WORKER II)	30	3	10,596.00	Must be able to read and write	none required	none required	MC 11, s. 96-Cat. III	Works to overcome obstacles to completing tasks or assignments

5	LOCAL LEGISLATIVE STAFF EMPLOYEE I (MESSENGER)	180	2	9,997.00	Elementary School Graduate	none required	none required	MC 11, s. 96-Cat. III	Completes own work on time
6	MUN. LEGAL OFFICER I	45	24	70,895.00	Bachelor of Laws	none	3 years experience in the practice of law	RA 1080	Provides quality judgement and strategic advice to senior leadership and relevant government instrumentalities, based on robust analysis and consideration of the wider context
7	COMPUTER PROGRAMMER II	54	15	25,951.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)	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

8	ADMIN. ASSISTANT I (COMPUTER OPERATOR I)	56	7	13,377.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	none required	none required	Career Service (SubProfessional)	Applies knowledge of records management software applications and their use
9	REGISTRATION OFFICER I	59	10	16,348.00	Bachelor's degree	none required	none required	Career Service (Professional)	Demonstrates responsibility and accountability even for urgent work and delivers it promptly
10	BUDGET OFFICER I	63	11	17,641.00	Bachelor's degree relevant to the job	none required	none required	Career Service (Professional)	Modifies behaviour as appropriate to meet the expectations of the position and the situation
11	MGDH I (MUN. ACCOUNTANT I)	65	24	70,895.00	Bachelor's Degree in Commerce/Business Administration major in Accounting	none	3 years experience in the treasury or accounting service	RA 1080	Makes decisions that allocate limited resources (time, people and budget) to meet program delivery and/or policy objectives

12	ADMIN. AIDE VI (CLERK III)	68	6	12,620.00	Completion of 2 years studies in colleg	none required	none required	Career Service (SubProfessional)	Maintains personnel records in a methodical and organised manner using own initiative to facilitate easy retrieval
13	ADMIN. AIDE IV	69	4	11,232.00	Completion of two years studies in college	none required	none required	Career service (Subprofessional)	Works to overcome obstacles to completing tasks or assignments
14	ASSISTANT MUN. TREASURER	73	22	55,521.00	Bachelor's degree	16 hours of relevant training	3 years of relevant training	Career Service (Professional)	Meets the urgency of task and delivers quick service despite pressure
15	REVENUE COLLECTION CLERK II	76	7	13,377.00	Completion of two years studies in college	none required	none required	Career Service (SubProfessional)	Demonstrates professional competence and mastery of subject matter

16	REVENUE COLLECTION CLERK I	80	5	11,906.00	Completion of two years studies in college	none required	none required	Career Service (SubProfessional)	Meets commitments, observes deadlines and achieves desired results
17	REVENUE COLLECTION CLERK I	81	5	11,906.00	Completion of two years studies in college	none required	none required	Career Service (SubProfessional)	Meets commitments, observes deadlines and achieves desired results
18	MGDH I (MUN. ASSESSOR I)	84	24	70,895.00	Bachelor's Degree preferably in Civil or Mechanical Engineering, Commerce, or any other related course	none	3 years experience in real property assessment work or in any related field	First grade or its equivalent	Sets conditions for engagement in all change processes, to facilitate buy in, secure commitment and sense of ownership for the change agenda opposition, resistance or setbacks effectively
19	LOCAL ASSESSMENT OPERATIONS OFFICER I	86	11	17,641.00	Bachelor's degree	none required	none required	Career Service (Professional)	Demonstrates responsibility and accountability even for urgent work and delivers it promptly

20	SUPPLY OFFICER I	91	10	16,348.00	Bachelor's degree	none required	none required	Career Service (Professional)	Dedicates required time and energy to assignments or tasks to ensure that no aspect of the work is neglected
21	DENTIST I	100	13	25,232.00	Doctor of Dental Medicine.Dental Surgery	none required	none required	RA 1080	Engages in conversation with others to show concern sincerely
22	MGDH I (MUN. SOCIAL WELFARE AND DEVELOPMENT OFFICER I)	190	24	70,895.00	Bachelor's Degree in Social Work or Bachelor's degree preferably in Sociology or any related course	none	3 years experience in the practice of social work	First grade or its equivalent	Collaborates with management teams to position the organization in seizing opportunities, minimising threats/risks and effectively meeting future demands and evolving needs of stakeholders and clients, stakeholders (buy in, commitment, sense of ownership; accept, support, contribute)

23	POPULATION PROGRAM WORKER II	120	7	13,377.00	Completion of two years studies in college	none required	none required	Career Service (SubProfessional)	Deals with people by being pleasant and friendly to both internal and external clients
24	MGDH I (MUN. AGRICULTURIST I)	138	24	70,895.00	Bachelor's Degree in Agriculture or any related course	none	3 years acquired experience in agriculture or in a related field	First grade or its equivalent	Negotiates the provision of resources within the organization and with relevant bodies by identifying and exploring potential sources of additional resources advisor
25	TOURISM OPERATIONS OFFICER II	127	15	25,951.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)	Makes oneself available to provide timely, accurate and courteous information to stakeholders and effectively uses diplomacy in addressing stakeholder's complaints
26	DRAFTSMAN I	150	6	12,620.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	none required	none required	Career Service (SubProfessional)	Demonstrates professional competence and mastery of subject matter

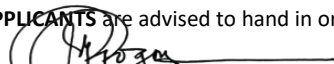
27	TOURISM RECEPTIONIST I	178	8	14,244.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (SubProfessional)	Demonstrates courtesy, professionalism and sense of urgency in attending to customer's needs, queries, concerns and other requirements
28	CONSTRUCTION & MAINTENANCE, GENERAL FOREMAN	156	11	17,641.00	High School Graduate	8 hours of relevant training	2 years of relevant experince	MC 11, s. 96-Cat. III	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
29	ADMIN. OFFICER I (CASHIER I)	157	10	16,348.00	Bachelor's degree	none required	none required	Career Service (Professional)	Maintains focus when faced with competing circumstances
30	ADMIN AIDE VI	158	6	12,620.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	none required	none required	Career Service (SubProfessional)	Meets commitments, observes deadlines and achieves desired results

31	SECURITY OFFICER II	42	15	25,951.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)	Makes himself/herself accessible to employees
32	HUMAN RESOURCE MANAGEMENT OFFICER I	186	11	17,641.00	Bachelor's degree	none required	none required	Career Service (Professional)	SAcknowledges others' desire for development and creates a team atmosphere towards mutual improvement
33	LOCAL ECONOMIC AND INVESTMENT PROMOTION OFFICER	189	11	17,641.00	Bachelor's degree	none required	none required	Career Service (Professional)	. Modifies behaviour as appropriate to meet the expectations of the position and the situation

We encourage interested and qualified applicants regardless of gender, civil status, disability, ethnicity, religion and political affiliation to signify their interest in writing. Attach documents to the application letter and send to the address below not later than July 9, 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
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

lgupalompon@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

mitted to the CSC FO
Excel format

GOY

**Place of
Assignment**

MUN. MAYOR'S
OFFICE

MUN. MAYOR'S
OFFICE

SANGGUNIANG
BAYAN

SANGGUNIANG
BAYAN

SANGGUNIANG
BAYAN

MUN. LEGAL OFFICE

MPDC

MPDC

MUN. CIVIL
REGISTRAR

MUN. BUDGET
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