

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-POGOY
HRMO

Date: _____

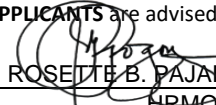
No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	MGDH I (MUN. ASSESSOR I)	84	24	70,895.00	Bachelor's Degree preferably 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	RA 1080 (Real Estate Service)	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	MUN. ASSESSOR'S OFFICE
2	LOCAL ASSESSMENT OPERATIONS OFFICER I	86	11	17,641.00	Bachelor's degree	none required	none required	RA 1080 (Real Estate Service)	Demonstrates responsibility and accountability even for urgent work and delivers it promptly	MUN. ASSESSOR'S OFFICE

3	TOURISM OPERATIONS OFFICER II	127	15	25,951.00	Bachelor's degree in tourism, business, law, economics, marketing, public administration or other related fields	4 hours of relevant training or 2DOT specific and mandatory trainings such as but not limited to the following: - Tourism Awareness and Capability Building eminar for LGUs - Seminar on Disaster Risk Reduction and Management -Basic Tourism Statistics Training (BTST) -Local Tourism Guidebook Orientation and: -Seminar on Gender and Development Orientation	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility	Makes oneself available to provide timely, accurate and courteous information to stakeholders and effectively uses diplomacy in addressing stakeholder's complaints	MEETO
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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 22, 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:



ROSEETTE B. PAJARON-POGOY
HRMO

Rizal St., Palompon, Leyte

lgupalompon@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.