

Republic of the Philippines  
LGU - San Miguel, Leyte  
Request for Republication of Vacant Positions

TO: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of LGU-San Miguel, Leyte in the CSC website:

  
NORMAN D. SARDAO  
Municipal Mayor

Date:


June 22, 2020

No.	Position Title	Plantilla Item No.	Salary/ Job Pay	Monthly Salary	Qualification Standards			Eligibility	Competency	Place of Assignment
					Education	Training	Experience			
1	Tourism Operations Officer I	3-2	SG 11	15,566.00	Bachelor's Degree in Tourism, Business, Law, Economics, or any other related field	None required	None required	Career Service (Professional) 2nd Level eligibility	NA	Office of the Municipal Mayor
2	Administrative Assistant I (Computer Operator I)	5-1	SG 7	11,804.00	Completion of two-year studies in college or high school graduate with relevant vocational/trade course	None required	None required	Relevant MC # 11, s. 1996, Career Service (Sub-Professional, First Level)	NA	Office of the Municipal Mayor
3	Market Inspector I	50-1	SG 6	11,135.00	Completion of two-year studies in college	None required	None required	Career Service (Sub-Professional, First Level Eligibility)	NA	Office of the Municipal Treasurer
4	Municipal Government Department Head I (Municipal Planning and Development Coordinator)	37	SG 24	62,555.00	Bachelor's Degree preferably in Urban Planning Development Studies Economics, Public Administration or any related course	None required	3 years experience in development planning or any related field	RA 1090 (Environmental Planning)	NA	Office of the MPDC
5	Agricultural Technologist	62	SG 10	14,425.00	Bachelor's degree in Agriculture or other Allied courses, such as, Agricultural Engineering, Fishery Technology & Veterinary Medicine	None required	None required	RA 1090	NA	Office of the Municipal Agriculturist
6	Cemetery Caretaker I	15-16	SG 2	8,821.00	Must be able to read and write	None required	None required	Relevant MC # 11, s. 1996	NA	Office of the San Miguel Public Cemetery
7	Administrative Aide III (Driver I)	15-12	SG 3	9,350.00	Elementary school graduate	None required	None required	Relevant MC # 11, s. 1996	NA	Office of the Municipal Mayor
8	Administrative Aide VI (Electrician II)	57	SG 6	11,135.00	High school graduate or Completion of relevant vocational trade course	None required	None required	Electrician (MC No. 10, s. 2013, Cat. II)	NA	Office of the Municipal Engineer

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 \_\_\_\_\_

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 present position for one (1) year (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:

  
NORMAN D. SARDAO  
Municipal Mayor  
(Position Title)  
Real Street, Brgy. Lalong, San Miguel, Leyte