

Republic of the Philippines  
LGU - San Miguel, Leyte  
Request for Publication 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:

HON. NORMAN D. SABDAO  
Municipal Mayor

Date: August 13, 2019

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency	
1	Tourism Operation Officer I	3-2	11	15,566.00	Bachelor's degree in Tourism, Business, Law, Economics, or any other related field	None required	None required	Career Service (Professional) Second Level eligibility	NA	Office of the Municipal Mayor
2	Administrative Assistant I (Computer Operator I)	5-1	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	Administrative Aide III (Driver I)	9	3	9,350.00	Elementary school graduate	None required	None required	Relevant MC # 11, s. S. 1996		Office of the Municipal Mayor
4	Municipal Government Department Head I (Municipal Treasurer)	44	24	62,555.00	A holder of a college degree preferably in Commerce, Public Administration or Law	None required	3 years experience in treasury or accounting services	First grade Civil Service eligible or its equivalent	NA	Office of the Municipal Treasurer
5	Market Inspector I	50-1	6	11,135.00	Completion of two-year studies in college	None required	None required	Career Service (Sub - Professional) 1st Level Eligibility	NA	Office of the Municipal Treasurer
6	Administrative Officer II (Management and Audit Analyst I)	41	11	15,566.00	Bachelors degree relevant to the job	None required	None required	CS Professional	NA	Office of the Mun. Accountant
7	Licensing Officer II (BPLO)	15-21	15	22,898.00	Bachelor's Degree	1 year relevant experience	4 hours relevant training	Career Service (Professional) 2nd Level eligibility		Busines Permit and Licensing Office
8	Municipal Government Department Head I (Municipal Planning and Development Coordinator)	37	24	62,555.00	Bachelors 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	R.A. 1080 (Environmental Planning)	NA	Office of the MPDC
9	Administrative Aide II (Reproduction Machine Operator)	15-23	2	8,821.00	Must be able to read and write/ Elementary school graduate	None required	None required	None required	NA	Office of the Municipal Environmental and Natural Resources
10	Watchman I	15-24	2	8,821.00	Must be able to read and write/ Elementary school graduate	None required	None required	None required	NA	
11	2 Agricultural Technologists	60 & 62	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 1080	NA	Office of the Municipal Agriculturist

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:

HON. NORMAN D. SABDAO  
Municipal Mayor

(Position Title)  
Real Street, Brgy. Libtong, San Miguel, Leyte

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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LGU - San Miguel, Leyte  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the republication of the following vacant positions of LGU- San Miguel, Leyte in the CSC website due to increase in salary as per SB Resolution  
NO. 49 dated August 1, 2019.

HON. NORMAN D. SABDAO

Municipal Mayor

Date: August 13, 2019

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency	
1	Revenue Collection Clerk II	46	7	11,804.00	Completion of two years studies in college	None required	None required	CS Sub- Professional	NA	Office of the Municipal Treasurer
2	Cemetery Caretaker I	15-16	2	8,821.00	Must be able to read and write	None required	None required		NA	Office of the San Miguel Public Cemetery
3	Environmental Management Specialist II	15-22	15	22,898.00	Bachelor's degree relevant to the job	4 hours relevant training	1 year relevant experience	CS Professional	NA	Office of the Municipal Environmental and Natural Resources

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 \_\_\_\_\_.

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**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

HON. NORMAN D. SABDAO

Municipal Mayor

Real Street, Brgy. Libtong, San Miguel, Leyte

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