CS Form No. 9
Revised 2018

Electronic copy to be submitted to the CSC FO must be in MS Excel format

Republic of the Philippines
MGO ALANGALANG, LEYTE
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the MGO ALANGALANG, LEYTE in the CSC website:

CIPRIANO REX A. CARABALLA III
OIC-HRMO
Date: **12/22/2023**

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	Administrative Officer II (Information Officer I)	98-75	11	P22,950.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility	N/A	Mayor's Office, Information & Library Services
2	Nurse II	47-10	16	P39,672.00	Bachelor's Degree in Nursing	4 hours of relevant training	One (1) year of relevant experience	RA 1080 (Nursing Licensure Exam)	N/A	Municipal Health Office
xxxxxxxxxnothing followsxxxxxxxxxxxx										

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 **January 6, 2024**.

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.
5. This Office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

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

CIPRIANO REX A. CARABALLA III
OIC-HRMO
Real Street, Alangalang, Leyte
officehrmo2020@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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1	Municipal Government Department Head I (Municipal Environment and Natural Resources Officer)	2023-11	24	Php76,566.00	Bachelor's degree in Environment, Forestry, Agriculture or any related course	None	3 years experience in environmental and natural resources management , conservation and utilization	First grade or its equivalent	N/A	MENRO
2	Municipal Government Department Head I (MDRRMO)	2023-14	24	Php76,566.00	Bachelor's Degree	24 hours of training in management and supervision on DRRM	4 years in position involving management and supervision, 1 year of which is relevant to DRRM	CS (Professional) Second Level Eligibility	N/A	MDRRMO
3	Licensing Officer III	2023-12	18	Php39,716.00	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	BPLO
4	Midwife III	57-22	13	Php 26,622.00	Completion of Midwifery Course	8 hours of relevant training	1 year relevant experience	RA 1080/Registered Midwife	N/A	RHU
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