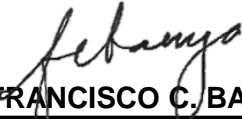


Republic of the Philippines
MUNICIPALITY OF ABUYOG
Province of Leyte
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of LGU-Abuyog in the CSC website:


FRANCISCO C. BAUYA
HRMO 1V

Date: January 4, 2020

| No. | Position Title | Plantilla Item No. | Salary/ Job/ Pay Grade | Monthly Salary | Qualification Standards | | | | | Place of Assignment |
|-----|--|--------------------|------------------------|----------------|--|----------|---|-------------------------------|----------------------------|---|
| | | | | | Education | Training | Experience | Eligibility | Competency (if applicable) | |
| 1 | Mun. Gov't. Dept. Head 1 (Municipal Treasurer) | 1 | 24 | 76,567.00 | Bachelor's degree preferably in Commerce, Public Administration or Law | None | 3 year experience in treasury or accounting service | First grade or its equivalent | | Office of the Municipal Treasurer |
| 2 | Mun. Gov't. Dept. Head 1 (Municipal Civil Registrar) | 1 | 24 | 76,567.00 | Bachelor's Degree | None | 3 year experience in civil registry work | First grade or its equivalent | | Office of the Municipal Civil Registrar |

| | | | | | | | | | | |
|---|------------------------------------|---|----|-----------|--|------------------------------|-------------------------------|--|--|---|
| 3 | Engineer 11 | 3 | 16 | 31,595.00 | Bachelor's degree in Engineering relevant to the job | 4 hours of relevant training | 1 year of relevant experience | RA. 1080 | | Office of the Municipal Engineer |
| 4 | Market Supervisor 1 | 2 | 10 | 18,197.00 | Bachelor's degree | None required | None required | Career Service (Professional) Second Level Eligibility | | Bus Terminal and Wharf Operations |
| 5 | Admin. Aide V1 (Data Controller 1) | 7 | 6 | 13,972.00 | Completion of 2 years studies in college | None required | None required | Career Service (Sub-Professional) Data Encoder (MC.6. s. 2010) First Level Eligibility | | Office of the Municipal Mayor |
| 6 | Registration Officer 1 | 2 | 10 | 18,197.00 | Bachelor's degree | None required | None required | Career Service (Professional) Second Level Eligibility | | Office of the Municipal Civil Registrar |
| 7 | Municipal DRRM Assistant | 4 | 8 | 15,755.00 | Completion of 2 years studies in college | 4hrs. of relevant training | 1 year of relevant experience | Career Service (Sub-Professional) First Level Eligibility | | Municipal DRRM Office |
| 8 | Assistant Registration Officer | 3 | 8 | 15,755.00 | Completion of 2 years studies in college | 4hrs. of relevant training | 1 year of relevant experience | Career Service (Sub-Professional) First Level Eligibility | | Office of the Municipal Civil Registrar |

| | | | | | | | | | | |
|----|-------------------------------------|--------|---|-----------|--|---------------|---------------|---|--|-----------------------------------|
| 9 | Meat Inspector 1 | 2 | 6 | 13,972.00 | Completion of 2 years studies in college | None required | None required | Career Service (Sub-Professional) First Level Eligibility | | Slaughterhouse Operations |
| 10 | Revenue Coll Clerk 11 | 13 | 7 | 14,812.00 | Completion of 2 years studies in college | None required | None required | Career Service (Sub-Professional) First Level Eligibility | | Office of the Municipal Treasurer |
| 11 | Revenue Coll. Clerk 1 | 17, 18 | 5 | 13,177.00 | Completion of 2 years studies in college | None required | None required | Career Service (Sub-Professional) First Level Eligibility | | Office of the Municipal Treasurer |
| 12 | Admin. Aide IV (Cash Clerk 1) | 7 | 4 | 12,426.00 | Completion of 2 years studies in college | None required | None required | Career Service (Sub-Professional) First Level Eligibility | | Office of the Municipal Treasurer |
| 13 | Admin. Aide III (Clerk 1) | 12 | 3 | 11,717.00 | Completion of 2 years studies in college | None required | None required | Career Service (Sub-Professional) First Level Eligibility | | Office of the Sangguniang Bayan |
| 14 | Admin. Aide III (Utility Worker II) | 12 | 3 | 11,717.00 | Must be able to read and write | None required | None required | None required (MC.11.s. 96-Cat.III) | | Office of the Municipal Treasurer |
| 15 | Admin. Aide III (Driver 1) | 16 | 3 | 11,717.00 | Elementary School Graduate | None required | None required | None required (MC.11.s. 96-Cat.II) | | Office of the Sangguniang Bayan |
| 16 | Admin. Aide III (Driver 1) | 4 | 3 | 11,717.00 | Elementary School Graduate | None required | None required | None required (MC.11.s. 96-Cat.II) | | Slaughterhouse Operations |

| | | | | | | | | | | |
|----|-------------------------------------|---|---|-----------|--------------------------------|---------------|---------------|-------------------------------------|--|--|
| 17 | Admin. Aide I (Utility Worker 1) | 6 | 1 | 10,396.00 | Must be able to read and write | None required | None required | None required (MC.11.s. 96-Cat.III) | | Market Operations |
| 18 | Admin. Aide I (Utility Worker 1) | 6 | 1 | 11,551.00 | Must be able to read and write | None required | None required | None required (MC.11.s. 96-Cat.III) | | Municipal Health Office |
| 19 | Admin. Aide III (Utility Worker II) | 5 | 3 | 11,717.00 | Must be able to read and write | None required | None required | None required (MC.11.s. 96-Cat.III) | | Human Resource Management Office |
| 20 | Admin. Aide III (Utility Worker II) | 6 | 3 | 11,717.00 | Must be able to read and write | None required | None required | None required (MC.11.s. 96-Cat.III) | | Office of the Sangguniang Bayan (Secretary to the Sangguniang Bayan) |
| 21 | Admin. Aide III (Utility Worker II) | 9 | 3 | 11,717.00 | Must be able to read and write | None required | None required | None required (MC.11.s. 96-Cat.III) | | Municipal Disaster Risk Reduction and Management Office |
| 22 | Admin. Aide III (Utility Worker II) | 6 | 3 | 11,717.00 | Must be able to read and write | None required | None required | None required (MC.11.s. 96-Cat.III) | | Budget Office |

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. Authenticated Photocopy of Transcript/School Records: and
4. Authenticated Photocopy of Certificate of Eligibility /Rating/License.

FRANCISCO C. BAUYA

HRMO 1V

LGU-Abuyog

abuyog_mayorsoffice@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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