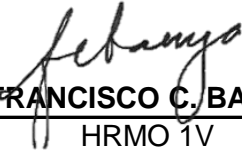


Republic of the Philippines  
**MUNICIPALITY OF ABUYOG**  
Province of Leyte  
**Request for Publication of Vacant Positions**

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 11, 2021

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 or High School Graduate ** with relevant vocational/trade course	None required	None required	Career Service (Sub-Professional) 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	Midwife 1	27	9	18,784.00	Completion of Midwifery course	None required	None required	RA. 1080		Municipal Health 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	Professional Driver's License (MC.10.s. 2013 Cat. IV)		Office of the Sangguniang Bayan
16	Admin. Aide III (Driver 1 )	4	3	11,717.00	Elementary School Graduate	None required	None required	Professional Driver's License (MC.10.s. 2013 Cat. IV)		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 Sanguniang 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

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 27, 2021.

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 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](mailto:abuyog_mayorsoffice@yahoo.com)

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



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