

Republic of the Philippines
MGO ABUYOG, 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 ABUYOG, LEYTE in the CSC website:

FRANCISCO C. BAUYA
HRMO
Date: July 19, 2022

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Administrative Officer V (Cashier III)	2	18	40,683.00	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional Second Level Eligibility)		Municipal Treasurer's Office
2	Midwife III	5	13	29,798.00	Completion of Midwifery Course	8 hours of relevant training	2 years of relevant experience	R.A. 1080		Municipal Health Office
3	Midwife III	19	13	29,798.00	Completion of Midwifery Course	8 hours of relevant training	2 years of relevant experience	R.A. 1080		Municipal Health Office
4	Tourism Receptionist II	2	10	19,971.00	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Professional Second Level)		Municipal Tourism, Culture and Sports Development Office
5	Construction and Maintenance Foreman	7	8	17,098.00	Elementary School Graduate	4 hours of relevant training	1 year of relevant experience	None Required (MC 11, s. 96-Cat. III)		Office of the Municipal Engineer
6	Administrative III (Driver I)	14	3	12,713.00	Elementary School Graduate	None Required	None Required	Driver's License (MC 11, s. 96 Cat. III)		Municipal General Services Office
7	Administrative Aide III (Carpenter I)	10	3	12,713.00	Elementary School Graduate	None Required	None Required	None Required (MC 11, s. 96-Cat. III)		Municipal General Services Office

8	Administrative Aide III (Utility Worker II)	11	3	12,713.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 95-Cat. III)	Office of the Municipal Accountant
9	Administrative Aide III (Utility Worker II)	15	3	12,713.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 95-Cat. III)	Municipal General Services Office
10	Watchman I	6	2	11,975.00	Elementary School Graduate	None Required	None Required	None Required (MC 11, s. 95-Cat. III)	Civil Security Services Unit
11	Administrative Aide I (Utility Worker I)	6	1	11,265.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 95-Cat. III)	Market Operations 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 August 03, 2022.

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.

For Person with Disability (PWD) applicants, should you need any assistance, please notify the HR office prior to your scheduled date of exam and interview.

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

FRANCISCO C. BAUYA

Supervising Admin. Officer (HRMO IV)

LGU-Abuyog

abuyog_mayorsoffice@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.