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CSC PO must be in MS Excel format

To: CIVIL SERVICE COMMISSION (CSC)

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

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:

MARIA MARLY A. TISADO
MAYOR

HRMO - Designate
Date: September 04, 2023

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary ¹ Job Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Municipal Government Department Head I (Municipal Budget Officer)	1	24	79,589.00	Bachelor's degree preferably in Accounting, Economics, Public Administration or any related course	None	3 years experience in government budgeting or in any related field	First grade or its equivalent	None	Municipal Budget Office
2	Supervising Administrative Officer (Human Resource Management Officer IV)	1	22	62,967.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	None	Human Resource Management Office
3	Sanitation Inspector I	16	6	15,189.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	None	Municipal Health Office
4	Administrative Aide III (Utility Worker II)	3	3	12,713.00	Must be able to read and write	None required	None required	None required (MC 11, s 96 - Cat. III)	None	Office of the Municipal Mayor (Hotel Operation)

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 September 19, 2023.

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:

MARIA MARLY A. TISADO
HRMO - Designate
LGU-Abuyog
bpolhrmo@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.