

Republic of the Philippines
MGO ARTECHE, EASTERN SAMAR
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 ARTECHE, EASTERN SAMAR in the CSC website:


EDUARDO A. ISO
HRMO DESIGNATE

Date: 01/09/2024

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	Revenue Collection Clerk II	04-c	7	14,896	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		Municipal Treasurer Office
2	Child Development Teacher (Teacher I)	11-a	11	21,600	Bachelor of Elementary Education (BEED)	None Required	None Required	LET PASSER		MSWD Office
3	Senior Environmental Management Specialist	17	18	37,380	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		Municipal Environment and Natural Resources Office
4	Senior Labor and Employment Officer	18	19	41,086	Bachelor's Degree	8 hours of relevant training on employment facilitation	2 years of experience in program management relative to employment facilitation	Career Service (Professional) Second Level Eligibility		Office of the Municipal Mayor

5	Municipal Government Deptment Head I (Chief Tourism Operation Officer)	16-c	24	72,062	Bachelor's degree in tourism, business, law, economics, marketing, public administration or other related fields	DOT specific and mandatory trainings such as but not limited to the following: Tourism Awareness and Capability Building Seminar for LGUs, Seminar on Disaster Risk Reduction and Management, Basic Tourism Statistics Training (BTST), Local Tourism Guidebook Orientation and; Seminar on Gender and Development Orientation	4 years of work experience and involvement in the tourism industry either in the private sector or the government	Career Service (Professional) Second Level Eligibility		Tourism Office
6	Disability Affairs Officer III	19	18	37,380	Bachelor's Degree	8 hours of relevant training on disability affairs	2 years of relevant experience on disability affairs	Career Service (Professional) Second Level Eligibility		Office of the Municipal Mayor
7	Social Welfare Officer II	11-b	15	29,295	Bachelor's Degree in Social Work	4 hours of relevant training	2 years of relevant experience	RA 1080		MSWD Office
8	Records Officer	3-b	10	18,541	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		Vice Mayor's Office
9	Municipal Administrator	20	24	72,062	Bachelor's degree preferably in Public Administration, Law or any related course	None required	3 years of experience in management and administration work	Career Service (Professional) Second Level Eligibility		Mayor's 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 24, 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. The 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 experience (SOGIE).
QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

EDUARDO A. ISO

HRMO DESIGNATE

LGU-ARTECHE, EASTERN SAMAR

hrmoartechelgu@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.