

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


KATHLEEN M. BETOSTA
HRMO

Date: January 19, 2023

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	Human Resource Management Officer II	6	15	32957	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	NA	LGU Burauen
2	Senior Administrative Assistant III (Private Secretary II)	3	15	32957	Completion of two years studies in College	None Required	None Required	None Required	NA	LGU Burauen
3	Administrative Assistant II (Human Resource Management Assistant)	2	8	17770	Completion of two years studies in College	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) First Level Eligibility	NA	LGU Burauen
4	Youth Development Officer I	7-A	10	20858	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	NA	LGU Burauen
5	Board Secretary II	24	17	38727	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	NA	LGU Burauen
6	SB Secretary	23	24	81070	Bachelor's Degree preferably in Law, Commerce, or Public Administration	None Required	None Required	First grade or its equivalent	NA	LGU Burauen
7	Project Development Officer III	25-A	18	42053	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	NA	LGU Burauen
8	Administrative Assistant II (Budgeting Assistant)	33-A	8	17770	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	NA	LGU Burauen
9	Local Treasury Operations Officer III	43	18	42053	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	NA	LGU Burauen
10	Revenue Collection Clerk I	47	5	14889	Completion of two years studies in College	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	NA	LGU Burauen
11	Administrative Officer IV (Management and Audit Analyst II)	37-a	15	32957	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	NA	LGU Burauen
12	Tax Mapping Aide	60-a	4	14027	High School Graduate	None Required	None Required	None Required (MC 11, s.96-Cat. III)	NA	LGU Burauen

13	Sanitation Inspector III	79-b	11	24300	Completion of two years studies in College	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) First Level Eligibility	NA	LGU Burauen
14	Administrative Aide VI (Utility Foreman)	80	6	15798	Elementary school graduate	4 hours of relevant training	1 year of relevant experience	None Required (MC 10, s2013-Cat. III)	NA	LGU Burauen
15	Administrative Aide II (Cemetery Caretaker)	82	2	12437	Must be able to read and write	None Required	None Required	None Required (MC 11, s.96-Cat. III)	NA	LGU Burauen
16	Dentist III	79	20	57347	Doctor of Dental Medicine or Dental Surgery	8 hours of relevant training	2 years of relevant experience	RA 1080	NA	LGU Burauen
17	Population Program Worker II	97-a	7	16758	Completion of two years studies in College	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	NA	LGU Burauen
18	Veterinarian II	98-b	16	35705	Doctor of Veterinary Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080	NA	LGU Burauen
19	Plumber I	123	3	13210	Elementary School graduate	None Required	None Required	Pipefitter or Plumber (MC 11, s. 96- Cat I)	NA	LGU Burauen
20	Meat Inspector II	130-a	8	17770	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	NA	LGU Burauen
21	Administrative Aide I (Utility Worker I)	132	1	11700	Must be able to read and write	None Required	None Required	None Required	NA	LGU Burauen
22	Assistant Professor I	134	15	32957	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	PBET/Teacher/RA 1080	NA	Burauen Community College LGU-Burauen
23	Assistant Professor I	134-a	15	32957	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	PBET/Teacher/RA 1080	NA	Burauen Community College LGU-Burauen
24	Nurse I	140	15	36619	Bachelor of Science in Nursing	None Required	None Required	RA 1080	NA	Burauen Community College LGU-Burauen
25	Administrative Assistant II (Clerk IV)	141	8	17770	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	NA	Burauen Community College LGU-Burauen

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 February 3, 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 positions without discrimination regardless age, gender, civil status, person of disability (PWD), ethnicity, political affiliation, to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

REMARKS:

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

KATHLEEN M. SETOSTA

 Administrative Officer IV

 LGU- Burauen Sto. Niño St. Burauen , Leyte

kathleensetosta21@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.