

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. SETOSTA
HRMO

Date: 08/30/2022

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1	Social Welfare Officer I	27	11	22895	Bachelor's Degree in Social Work	None Required	None Required	RA 1080 (Social Worker)	NA	LGU Burauen
2	Assessment Clerk I	59	4	13494	Completion of two years studies in College	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	NA	LGU Burauen
3	Human Resource Management Officer II	6	15	31587	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	NA	LGU Burauen
4	Municipal Government Department Head I (Municipal Environment and Natural Resources Officer)	139	24	79569	Bachelor's Degree preferably in environment, forestry, agriculture or any related course	None Required	3 years experience in environmental and natural resources management	First grade Civil Service Eligible or its equivalent	NA	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 September 15, 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.
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.