

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. 
HRMO

Date: November 20, 2023

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	SB Secretary	23	24	81070	Bachelor's Degree preferably in Law, Commerce, or Public Administration	None Required	None Required	None Required	First grade civil service eligibility or its equivalent	NA	LGU Burauen
2	Revenue Collection Clerk I	47	5	14889	Completion of two years studies in College	None Required	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	NA	LGU Burauen
3	Population Program Worker II	97-a	7	16758	Completion of two years studies in College	None Required	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	NA	LGU Burauen
4	Administrative Assistant IV (Bockkeeper III)	37	10	20858	Completion of two years studies in College	8 hours of relevant training	2 years of relevant experience	None Required	Career Service (Subprofessional) First Level Eligibility	NA	LGU Burauen
5	Plumber I	123	3	13210	Elementary School graduate	None Required	None Required	None Required	Pipefitter or Plumber (MC 11, s. 96- Cat I)	NA	LGU Burauen
6	Nurse I	140	15	36619	Bachelor of Science in Nursing	None Required	None Required	None Required	RA 1080	NA	Burauen Community College

7	Agricultural Technologist	100	10	20858	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology, and Veterinary Medicine	None Required	None Required	Relevant RA 1080	NA	LGU Burauen
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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 December 5, 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).

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

KATHLEEN M. SETOSTA-ALBESA

HRMO II

2F Executive Bldg. Sto. Niño St. Burauen, Leyte

lce.lgu.burauen@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.