

Republic of the Philippines
MGO CALBIGA, SAMAR (WESTERN)
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 CALBIGA, SAMAR (WESTERN) in the CSC website:

ARMAN J. RUEDA
LLSO II/HRMO-Designate
Date: July 5, 2022

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	
1	Municipal Agriculturist	8000-3-001	24	66308	Bachelor's degree in Agriculture or any related course	None required	3 years acquired experience in agriculture or in related field	RA 1080 (Preferably Licensed Agricultural Engineer)	Municipal Agricultures Office

2	Municipal Government Department Head I	8000-2-001	24	66308		120 hours of supervisory/manag ement learning and development intervention undertaken within the last 5 years	3 years of supervisory/manag ement experience	Career Service (Professional) 2nd Level Eligibility	<ul style="list-style-type: none"> •Building collaborative, inclusive working relationships (advanced) •Managing performance and coaching for results (advanced) •Leading change (advanced) •Thinking strategically and creatively (advanced) •Creating and nurturing a high performing organization (advanced) 	Municipal Economic Enterprise Office
3	Municipal Government Assistant Department Head I	1000-3-014	22	52472	Bachelor's degree	16 hours of relevant training on DRRM	3 years relevant experience on DRRM	Career Service (Professional) 2nd Level Eligibility		Office of the Municipal Administrator

4	Municipal Government Assistant Department Head I	1000-1-004	22	52472	Bachelor's Degree	120 hours of supervisory/management learning and development intervention undertaken within the last 5 years	3 years of supervisory/management experience	Career Service (Professional) 2nd Level Eligibility	<ul style="list-style-type: none"> •Building collaborative, inclusive working relationships (advanced) •Managing performance and coaching for results (advanced) •Leading change (advanced) •Thinking strategically and creatively (advanced) •Creating and nurturing a high performing organization (advanced) 	Office of the Municipal Administrator
5	Municipal Government Assistant Department Head I	1000-3-013	22	52472	Bachelor's degree in tourism, business, law, economics, marketing, public administration or other related fields	<p>DOT specific and mandatory trainings such as but not limited to the following:</p> <ul style="list-style-type: none"> • 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 	3 years of work experience and involvement in the tourism industry either in the private sector or the government	Career Service (Professional) 2nd Level Eligibility		Office of the Municipal Administrator

6	Municipal Government Assistant Department Head I	1000-1-004	22	52472	Bachelor's Degree	120 hours of supervisory/management learning and development intervention undertaken within the last 5 years	3 years of supervisory/management experience	Career Service (Professional) 2nd Level Eligibility	<ul style="list-style-type: none"> •Building collaborative, inclusive working relationships (advanced) •Managing performance and coaching for results (advanced) •Leading change (advanced) •Thinking strategically and creatively (advanced) •Creating and nurturing a high performing organization (advanced) 	Office of the Municipal Mayor
7	Agriculturist II	8000-3-003	15	26323	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	4 hours relevant training	1 year of relevant experience	RA 1080		Municipal Agriculture Office
8	Local Revenue Collection Officer II	1000-9-011	15	26323	Bachelor's Degree	4 hours relevant training	1 year of relevant experience	Career Service (Professional) 2nd Level Eligibility		Municipal Treasurer's Office
9	Youth Development Officer II	3000-2-007	14	24241	Bachelor's Degree	4 hours relevant training	1 year of relevant experience	Career Service (Professional) 2nd Level Eligibility		Municipal Social Welfare and Development Office
10	Administrative Officer III (Cashier II)		14	24241	Bachelors degree	4 hours relevant training	1 year of relevant experience	Career Service (Professional) 2nd Level Eligibility		Municipal Economic Enterprise Office

11	Engineer I	8000-10005	12	20706	Bachelor's degree in Engineering relevant to the job	None required	None required	RA 1080		Office of the Municipal Engineer
12	Local Assessment Operations Officer I	1000-11-003	11	19079	Bachelor's Degree	None required	None required	Career Service (Professional) 2nd Level Eligibility		Municipal Assessor's Office
13	Environmental Management Specialist I	8000-4-002	11	19079	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) 2nd Level Eligibility		Municipal Environment and Natural Resources Office
14	Administrative Assistant I (Computer Operator I)	1000-1-002	7	13424	Completion of 2 years studies in college or high school graduate with relevant vocational/trade course	None required	None required	Career Service (Sub-Professional) Data Encoder (MC 6, s. 2020-Cat II) First Level Eligibility		Office of the Municipal Mayor
15	Daycare Worker II	3000-2-009	8	14249	High School Graduate	4 hours relevant training	1 year of relevant experience	None Required (MC 11, s. 96 - Cat III)		Municipal Social Welfare and Development Office
16	Local DRRM Assistant	1000-3-015	8	14249	Completion of 2 years in college	4 hours relevant training	1 year of relevant experience	Career Service (Sub-Professional) 1st Level Eligibility		Office of the Municipal Administrator
17	Administrative Aide VI (Mechanic II)	1000-6-016	6	12658	High school graduate Completion of relevant vocational trade course	None Required	None Required	Mechanic (Automotive servicing) (MC 10, s. 2013 - Cat II)		Municipal General Services Office
18	Instrumentman I	8000-1-006	5	11032	Completion of 2 years studies in college or high school graduate with relevant vocational/trade course	None Required	None Required	None Required (MC 11, s. 96 - Cat III)		Office of the Municipal Engineer
19	Administrative Aide IV (Driver II)	1000-6-004	4	11245	Elementary School Graduate	None Required	None Required	Professional Driver's License (MC 10, s. 2013 - Category IV)		Municipal General Services Office
20	Administrative Aide III (Utility Worker II)	1000-6-006	3	10594	Must be able to read and write	None required	None required	None required		Municipal General Services Office

21	Social Welfare Aide	3000-2-010	4	11245	High School Graduate	4 hours relevant training	1 year of relevant experience	None Required (MC 11, s. 96 - Cat III)		Municipal Social Welfare and Development Office
22	Administrative Aide I (Utility Worker I)	1000-3-006	1	9388	Must be able to read and write	None required	None required	None required		Office of the Municipal Administrator
23	Administrative Aide I (Utility Worker I)	1000-3-009	1	9388	Must be able to read and write	None required	None required	None required		Office of the Municipal Administrator
24	Administrative Aide I (Utility Worker I)	1000-7-003	1	9388	Must be able read and write	None Required	None Required	None Required		Office of the Municipal Budget Officer
25	Administrative Aide I (Utility Worker I)	1000-8-006	1	9388	Must be able read and write	None Required	None Required	None Required		Office of the Municipal Accountant
						Nothing Follows				

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 July 22, 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 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:

ARMAN J. RUEDA

 LLSO II/HRMO-Designate

 New Municipal Hall, Calbiga, Samar

ar733652@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.