

Republic of the Philippines  
**MGO CAPOOCAN, 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 CAPOOCAN, LEYTE in the CSC website:

  
THELMA Q. LAGERA  
HRMO

Date: September 07, 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	Nutrition Officer I	I-6	10	17,382.00	Bachelor's Degree relevant to the job	none required	none required	Career Service Professional/ Second Level Eligibility	N/A	Office of the Municipal Mayor
2	Senior Administrative Assistant I (Buyer V)	I-7	13	23,490.00	Completion of two years studies in college	16 hours of relevant training	3 years of relevant experience	Relevant MC 11 s. 1996 Career Service (Subprofessional) First Level Eligibility	N/A	Office of the Municipal Mayor
3	Information System Analyst II	V-3	16	29,754.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional/ Second Level Eligibility	N/A	Office of the Municipal Planning and Development Coordinator
4	Municipal Government Department Head I (Local Disaster Risk Reduction and Management Officer V)	XVIII-1	24	67,559.00	Bachelor's Degree	24 hours training in management and supervision on DRRM	4 years in position involving management and supervision, 1 year of which is relevant to DRRM	Career Service Professional/ Second Level Eligibility	N/A	Office of the Local Disaster Risk Reduction and Management Officer

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 22, 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](http://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 member 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:

**HON. FE CLAIRE C. PARAGATOS**

MUNICIPAL MAYOR

Poblacion Zone 1, Capooan, Leyte

[hrmolgucapooan2020@gmail.com](mailto:hrmolgucapooan2020@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**