Republic of the Philippines MGO DULAG, 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 DULAG, LEXTE in the CSC website:

EUTIQUIO C. GLØBIO, JR.

HRMØ

Date:

March 2, 2021

	Position Title	DI 131 14	Salary/			C	ualification Standa	ards		
No.	(Parenthetical Title, if applicable)	Plantilla Item No.	Job/ Pay Grade	Monthly Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1	Administrative Aide I (Utility Worker I)	1.32	1	9241.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013, Cat. III)		Office of the Mayor (Market and Slaughterhouse)
2	Administrative Aide I (Utility Worker I)	1.33	1	9241.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013, Cat. III)		Office of the Mayor (Market and Slaughterhouse)
3	Administrative Aide I (Utility Worker I)	1.36	1	9241.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013, Cat. III)		Office of the Mayor (Market and Slaughterhouse)
4	Administrative Aide I (Utility Worker I)	1.38	1	9241.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013, Cat. III)		Office of the Mayor (Market and Slaughterhouse)
5	Administrative Aide I (Utility Worker I)	1.39	1	9241.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013, Cat. III)		Office of the Mayor (Market and Slaughterhouse)
6	Administrative Aide I (Utility Worker I)	1.53	1	9241.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013, Cat. III)		Office of the Mayor (Market and Slaughterhouse)
7	Administrative Aide I (Utility Worker I)	1.54	1	9241.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013, Cat. III)		Office of the Mayor (Market and Slaughterhouse)
8	Administrative Aide I (Utility Worker I)	8.9	1	9241.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013, Cat. III)		Office of the Municipal Accountant
9	Administrative Aide I (Utility Worker I)	8.10	1	9241.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013, Cat. III)		Office of the Municipal Accountant

10	Administrative Aide I (Utility Worker I)	11.22	1	9241.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013, Cat. III)	Municipal Health Office (Infirmary)
11	Administrative Aide I (Utility Worker I)	11.23	1	9241.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013, Cat. III)	Municipal Health Office (Infirmary)
12	Administrative Aide I (Utility Worker I)	11.24	1	9241.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013, Cat. III)	Municipal Health Office (Infirmary)
13	Administrative Aide I (Utility Worker I)	12.15	1	9241.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013, Cat. III)	Office of the Municipal Agriculturist
14	Administrative Aide I (Utility Worker I)	12.16	1	9241.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013, Cat. III)	Office of the Municipal Agriculturist
15	Administrative Aide I (Utility Worker I)	12.17	1		Must be able to read and write	None required	None required	None required (MC 10, s. 2013, Cat. III)	Office of the Municipal Agriculturist
16	Administrative Aide I (Utility Worker I)	12.18	1	9241.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013, Cat. III)	Office of the Municipal Agriculturist
17	Administrative Aide I (Utility Worker I)	12.19	1	0.241 110	Must be able to read and write	None required	None required	None required (MC 10, s. 2013, Cat. III)	Office of the Municipal Agriculturist
18	Administrative Aide I (Utility Worker I)	1.89	1	9241.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013, Cat. III)	Human Resource Management Office
19	Administrative Aide III (Utility Worker II)	5.21	3	10415.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013, Cat. III)	Office of the Municipal Treasurer
20	Administrative Aide III (Utility Worker II)	5.22	3	10415.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013, Cat. III)	Office of the Municipal Treasurer
21	Administrative Aide III (Utility Worker II)	8.11	3	10415.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013, Cat. III)	Office of the Municipal Accountant
22	Administrative Aide IV (Accounting Clerk I)	8.8	4	11046.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional); First Level Eligibility	Office of the Municipal Accountant
23	Administrative Aide IV (Driver II)	1.17	4	11046.00	Elementary school graduate	None required	None required	Professional Driver's License (MC 10, s. 2013, Cat. IV)	Office of the Municipal Mayor
24	Administrative Aide V (Audio-Visual Equipment Operator II))	1.5	5	11713.00	High School Graduate or completion of relevant vocational/trade course	None required	None required	None required (MC 10, s. 2013, Cat. II)	Office of the Municipal Mayor

Data Controller III) 7.6				·							
years studies in color (Data Controller III) 28 Administrative Assistant V (Data Controller III) 29 Assessment Clerk II 6.2 6 12419.0 Completion of two vocational/trade course 27 Assessment Clerk II 6.2 6 12419.0 Completion of two colors and course course 28 Local Assessment Clerk II 17853.00 Bachelor's degree Population of two colors of the Munic Colors of the Munic Poperations Officer I 11.16 9 18784.00 Completion of Midwifery Course III 11.16 9 18784.00 Completion of III 11.16 9 18784.00 Completion of III 11.16 9 18784.00 Completion of III 11.16 9 III III III III III III III III III	25		7.6	11		years studies in college or High School Graduate with relevant vocational/trade	1	1 '	(Subprofessional); Data Encoder (MC 11, s. 1996, Cat. I) First	,	Office of the Municipal Civil Registrar)
27 Assessment Clerk II 6.2 6 12419.00 years studies in college None required None required (Subprofessional); First Level Eligibility Assessor 28 Local Assessment Operations Officer I 6.7 11 17853.00 Bachelor's degree None required None required None required RA 1080 Municipal Government Assessor 29 Midwife I 11.16 9 18784.00 Completion of Midwifery Course None required None required RA 1080 Municipal Government Head I (Assistant Municipal Treasurer) 30 Assistant Department Head I (Assistant Municipal Treasurer) 31 Revenue Collection Clerk II 5.5 7 13166.00 years studies in college None required Revenue Collection Clerk II 11.21 11 22316.00 Pharmacy None required None required None required None required RA 1080 Municipal Health Commerce Public Service Sligibility or its equivalent Treasurer Completion of two college None required None required Revenue Collection Clerk II 11.21 11 22316.00 Pharmacy None required None required None required RA 1080 Municipal Health Commerce II 11.19 8 17505.00 Pharmacy None required None required RA 1080 Municipal Health Completion of two years studies in college None required None required RA 1080 Municipal Health Completion of two years studies in college None required RA 1080 Municipal Health Completion of two years studies in college None required RA 1080 Municipal Health Completion of two years studies in college None required RA 1080 Municipal Health Completion of two years degree in college None required	26		1.88	11	17853.00	years studies in college or High School Graduate with relevant vocational/trade			(Subprofessional); Data Encoder (MC 11, s. 1996, Cat. I) First		Human Resource Management Office
Local Assessment Operations Officer I Operations Operation Officer I Operations Operation Officer I Operations Operation Officer I Operations Operation O	27	Assessment Clerk II	6.2	6	12419.00	years studies in	None required	None required	(Subprofessional);		Office of the Municipal Assessor
Municipal Government Assistant Department Head I (Assistant Municipal Treasurer) 3 Permacist I 3 Pharmacist I 3 Pharmacist I 3 Pharmacist I 3 Municipal Government Assistant Department Head I (Assistant Municipal Treasurer) 5 Pachelor's degree preferably in Commerce, Public Administration, or Law None required	28		6.7	11	17853.00	Bachelor's degree	None required	None required	(Professional); Second		Office of the Municipal Assessor
Assistant Department Head I (Assistant Municipal Treasurer) Sevolue Collection Clerk III Revenue Collection Clerk III Revenue Collection Clerk III Revenue Collection Clerk III Revenue Collection Clerk III Sevolue Completion of two years studies in college Completion of two years studies in college Completion of two years studies in college None required None required Career Service (Subprofessional); First Level Eligibility Career Service (Subprofessional); First Level Eligibility Career Service (Subprofessional); First Level Eligibility Treasurer None required None required None required RA 1080 Municipal Health College Service Eligibility or its equivalent Treasurer Office of the Munic Treasurer Office of the Munic Treasurer None required None required RA 1080 Municipal Health College Service Eligibility or its equivalent Treasurer Office of the Munic Treasurer Office of the Munic Treasurer Office of the Munic Treasurer III Service Eligibility or its equivalent None required (Subprofessional); First Level Eligibility Career Service (Subprofessional); First Level Eligibility Office of the Munic Treasurer Office of the Munic Treasurer Office of the Munic Treasurer None required None required None required None required (Subprofessional); First Level Eligibility Office of the Munic Treasurer None required None required None required (Subprofessional); First Level Eligibility None required (None required (MC 10, Municipal Social Volume required (MC 10, M	29	Midwife I	11.16	9	18784.00		None required	None required	RA 1080		Municipal Health Office
Revenue Collection Clerk II	30	Assistant Department Head I (Assistant	5.2	22	53494.00	preferably in Commerce, Public		1 ,	Service Eligibility or its		Office of the Municipal Treasurer
Revenue Collection Clerk II 5.10 7 13166.00 years studies in college None required None required (Subprofessional); First Level Eligibility 32 Pharmacist I 11.21 11 22316.00 Bachelor's degree in Pharmacy None required None required RA 1080 Municipal Health College None required Pharmacy II year of relevant experience (Subprofessional); First Level Eligibility 34 Sanitation Inspector II 11.19 8 17505.00 years degree in college None required None	31	Revenue Collection Clerk	5.5	7	13166.00	years studies in	None required	None required	(Subprofessional);		Office of the Municipal Treasurer
33 Pharmacist I 11.21 11 22316.00 Pharmacy None required None required None required None required RA 1080 Municipal Health C Career Service (Subprofessional); First Level Eligibility None required	32	Revenue Collection Clerk	5.10	7	13166.00	years studies in	None required	None required	(Subprofessional);		Office of the Municipal Treasurer
34 Sanitation Inspector II 11.19 8 17505.00 years degree in college 4 hours relevant training 1 year of relevant experience (Subprofessional); First Level Eligibility Municipal Health College None required None required None required None required None required	33	Pharmacist I	11.21	11	22316.00		None required	None required	RA 1080		Municipal Health Office
1 35 ISocial Wolford Aide I 13 0 I 4 I 11046 001 High School Graduate Mone required INone required I ' ' ' 'I I '	34	Sanitation Inspector II	11.19	8	17505.00	years degree in		1	(Subprofessional);		Municipal Health Office
	35	Social Welfare Aide	13.9	4	11046.00	High School Graduate	None required	None required	None required (MC 10, S. 2013, Cat. III)		Municipal Social Welfare and Development Office

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 March 17, 2021.

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.

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

ATTY. MILDRED JOY QUE, CPA	
Municipal Mayor	
2/F, Municipal Hall, Dulag, Leyte	
mjque.dulaglgu@gmail.com	

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

