

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, LEYTE in the CSC website:


EUTIQUIO C. GLOBIO, JR.
HRMO

Date: March 2, 2021

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	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	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
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	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
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

25	Administrative Assistant V (Data Controller III)	7.6	11	17853.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional); Data Encoder (MC 11, s. 1996, Cat. I) First Level Eligibility	Office of the Municipal Civil Registrar)
26	Administrative Assistant V (Data Controller III)	1.88	11	17853.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional); Data Encoder (MC 11, s. 1996, Cat. I) First Level Eligibility	Human Resource Management Office
27	Assessment Clerk II	6.2	6	12419.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional); First Level Eligibility	Office of the Municipal Assessor
28	Local Assessment Operations Officer I	6.7	11	17853.00	Bachelor's degree	None required	None required	Career Service (Professional); Second Level Eligibility	Office of the Municipal Assessor
29	Midwife I	11.16	9	18784.00	Completion of Midwifery Course	None required	None required	RA 1080	Municipal Health Office
30	Municipal Government Assistant Department Head I (Assistant Municipal Treasurer)	5.2	22	53494.00	Bachelor's degree preferably in Commerce, Public Administration, or Law	None required	3 years in the treasury or accounting service	First Grade Civil Service Eligibility or its equivalent	Office of the Municipal Treasurer
31	Revenue Collection Clerk II	5.5	7	13166.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional); First Level Eligibility	Office of the Municipal Treasurer
32	Revenue Collection Clerk II	5.10	7	13166.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional); First Level Eligibility	Office of the Municipal Treasurer
33	Pharmacist I	11.21	11	22316.00	Bachelor's degree in Pharmacy	None required	None required	RA 1080	Municipal Health Office
34	Sanitation Inspector II	11.19	8	17505.00	Completion of two years degree in college	4 hours relevant training	1 year of relevant experience	Career Service (Subprofessional); First Level Eligibility	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

mique.dulag!gu@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.