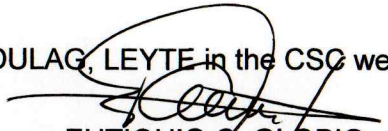


Republic of the Philippines
MGO DULAG, LEYTE
Request for Publication of Vacant Positions

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: June 2, 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	Competency (if applicable)	
1	Administrative Aide I (Utility Worker I)	9.6	1	9627.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013, Cat. III)		Municipal Disaster Risk Reduction and Management Office
2	Administrative Aide I (Utility Worker I)	9.17	1	9627.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013, Cat. III)		Municipal Disaster Risk Reduction and Management Office
3	Administrative Aide I (Utility Worker I)	9.18	1	9627.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013, Cat. III)		Municipal Disaster Risk Reduction and Management Office
4	Administrative Aide I (Utility Worker I)	9.19	1	9627.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013, Cat. III)		Municipal Disaster Risk Reduction and Management Office
5	Administrative Aide I (Utility Worker I)	9.20	1	9627.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013, Cat. III)		Municipal Disaster Risk Reduction and Management Office
6	Administrative Aide I (Utility Worker I)	9.21	1	9627.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013, Cat. III)		Municipal Disaster Risk Reduction and Management Office
7	Administrative Aide I (Utility Worker I)	9.22	1	9627.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013, Cat. III)		Municipal Disaster Risk Reduction and Management Office
8	Administrative Aide I (Utility Worker I)	9.23	1	9627.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013, Cat. III)		Municipal Disaster Risk Reduction and Management Office
9	Administrative Aide I (Utility Worker I)	9.24	1	9627.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013, Cat. III)		Municipal Disaster Risk Reduction and Management Office
10	Administrative Aide I (Utility Worker I)	9.25	1	9627.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013, Cat. III)		Municipal Disaster Risk Reduction and Management Office

11	Administrative Aide I (Utility Worker I)	9.26	1	9627.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013, Cat. III)		Municipal Disaster Risk Reduction and Management Office
12	Administrative Aide I (Utility Worker I)	9.27	1	9627.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013, Cat. III)		Municipal Disaster Risk Reduction and Management Office
13	Administrative Aide I (Utility Worker I)	9.28	1	9627.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013, Cat. III)		Municipal Disaster Risk Reduction and Management Office
14	Administrative Aide I (Utility Worker I)	9.29	1	9627.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013, Cat. III)		Municipal Disaster Risk Reduction and Management Office
15	Administrative Aide I (Utility Worker I)	9.30	1	9627.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013, Cat. III)		Municipal Disaster Risk Reduction and Management Office
16	Administrative Aide I (Utility Worker I)	9.31	1	9627.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013, Cat. III)		Municipal Disaster Risk Reduction and Management Office
17	Administrative Aide III (Driver I)	9.12	3	10858.00	Elementary School Graduate	None required	None required	Professional Driver's License (MC 10, s. 2013, Cat. IV)		Municipal Disaster Risk Reduction and Management Office
18	Administrative Aide III (Driver I)	9.13	3	10858.00	Elementary School Graduate	None required	None required	Professional Driver's License (MC 10, s. 2013, Cat. IV)		Municipal Disaster Risk Reduction and Management Office
19	Administrative Aide III (Driver I)	9.14	3	10858.00	Elementary School Graduate	None required	None required	Professional Driver's License (MC 10, s. 2013, Cat. IV)		Municipal Disaster Risk Reduction and Management Office
20	Administrative Aide III (Driver I)	9.15	3	10858.00	Elementary School Graduate	None required	None required	Professional Driver's License (MC 10, s. 2013, Cat. IV)		Municipal Disaster Risk Reduction and Management Office
21	Administrative Aide III (Driver I)	9.16	3	10858.00	Elementary School Graduate	None required	None required	Professional Driver's License (MC 10, s. 2013, Cat. IV)		Municipal Disaster Risk Reduction and Management Office
22	Administrative Aide III (Utility Worker II)	1.100	3	10858.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013, Cat. III)		Office of the Municipal Mayor (Economic Enterprise Development and Management)
23	Administrative Aide III (Utility Worker II)	1.101	3	10858.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013, Cat. III)		Office of the Municipal Mayor (Economic Enterprise Development and Management)
24	Administrative Aide III (Utility Worker II)	1.102	3	10858.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013, Cat. III)		Office of the Municipal Mayor (Economic Enterprise Development and Management)

25	Administrative Aide VI (Data Entry Machine Operator I)	5.24	6	12960.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional); Data Encoder (MC 11, s. 1996, as amended); First Level Eligibility		Office of the Municipal Treasurer
26	Administrative Aide VI (Utility Foreman)	1.104	6	12960.00	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013, Cat. III)		General Services Office
27	Administrative Assistant I (Bookbinder III)	4.11	7	13743.00	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013, Cat. III)		Municipal Planning and Development Office
28	Administrative Assistant II (Accounting Clerk III)	5.12	8	14601.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional); First Level Eligibility		Office of the Municipal Accountant
29	Administrative Assistant IV (Bookbinder IV)	8.13	10	16964.00	Elementary School Graduate	8 hours of relevant training	2 years of relevant experience	None required (MC 10, s. 2013, Cat. III)		Office of the Municipal Accountant
30	Administrative Assistant V (Data Entry Machine Operator III)	1.103	11	19102.00	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, as amended); First Level Eligibility		General Services Office
31	Administrative Officer II (Budget Officer I)	3.8	11	19102.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional); Second Level Eligibility		Office of the Municipal Budget Officer
32	Administrative Officer IV (Budget Officer II)	3.9	15	26860.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional); Second Level Eligibility		Office of the Municipal Budget Officer
33	Administrative Officer V (Management and Audit Analyst III)	8.12	18	34945.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional); Second Level Eligibility		Office of the Municipal Accountant
34	Engineer III	12.23	19	38650.00	Bachelor's degree in Engineering relevant to the job	8 hours of relevant training	2 years of relevant experience	RA 1080		Office of the Municipal Agriculturist
35	Engineering Assistant	10.7	8	14601.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional); First Level Eligibility		Office of the Municipal Engineer
36	Local Treasury Operations Officer II	5.18	15	26860.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional); Second Level Eligibility		Office of the Municipal Treasurer
37	Medical Technologist I	11.18	11	23877.00	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	None required	None required	RA 1080		Municipal Health Office

38	Midwife I	11.15	9	19593.00	Completion of the Midwifery course	None required	None required	RA 1080		Municipal Health Office
39	Nutrition Officer I	11.20	10	21205.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional); Second Level Eligibility		Municipal Health Office
40	Revenue Collection Clerk II	5.10	7	13743.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional); First Level Eligibility		Office of the Municipal Treasurer
41	Revenue Collection Clerk III	5.23	9	15674.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional); First Level Eligibility		Office of the Municipal Treasurer
42	Statistician I	4.10	11	19102.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional); Second Level Eligibility		Municipal Planning and Development Office
43	Veterinarian III	12.21	19	38650.00	Doctor of Veterinary Medicine	8 hours of relevant training	2 years of relevant experience	RA 1080		Office of the Municipal Agriculturist

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).

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 June 17, 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.

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.dulaglu@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.