

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.

MGDH I (HRMO)

Date: January 24, 2024

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	Administrative Aide I (Utility Worker I)	1.63	1	10,400.00	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)
2	Administrative Aide III (Carpenter I)	1.21	3	11,742.00	Elementary School Graduate	None required	None required	Carpenter (MC 10, s. 2013, Cat. II)	General Services Office
3	Administrative Aide VI (Electrician II)	1.107	6	14,042.00	High School Graduate or completion of relevant vocational/trade course	None required	None required	Electrician (MC 10, s. 2013, Cat. II)	General Services Office
4	Heavy Equipment Operator II	1.108	6	14,042.00	High School Graduate or completion of relevant vocational/trade course	None required	None required	Heavy Equipment Operator (MC 10, s. 2013, Cat. II)	General Services Office
5	Local Legislative Staff Employee II	2.45	4	12,469.00	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013, Cat. III)	Office of the Municipal Vice-Mayor
6	Local Legislative Staff Employee II	2.47	4	12,469.00	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013, Cat. III)	Office of the Municipal Vice-Mayor
7	Local Legislative Staff Employee II	2.48	4	12,469.00	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013, Cat. III)	Office of the Municipal Vice-Mayor
8	Administrative Aide IV (Bookbinder II)	2.43	4	12,469.00	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013, Cat. III)	Office of the Municipal Vice-Mayor

9	Local Legislative Staff Assistant I	2.16	6	14,042.00	Completion of two years studies in college	None required	None required	Carrer Service (Subprofessional) First Level Eligibility	Office of the Municipal Vice-Mayor
10	Administrative Assistant V (Data Entry Machine Operator III)	2.46	11	21,600.00	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	Carrer Service (Subprofessional); Data Encoder (MC 11, s. 1996, as amended); First Level Eligibility	Office of the Municipal Vice-Mayor
11	Senior Administrative Assistant I (Data Controller IV)	2.44	13	25,056.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	16 hours of relevant training	3 years of relevant experience	Carrer Service (Subprofessional); Data Encoder (MC 11, s. 1996, as amended); First Level Eligibility	Office of the Municipal Vice-Mayor
12	Local Legislative Staff Officer II	2.42	13	25,056.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	Office of the Municipal Vice-Mayor
13	Administrative Officer III (Records Officer II)	2.37	14	27,074.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Office of the Municipal Vice-Mayor

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 **February 8, 2024**:

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:

EUTIQUIO C. GLOBIO, JR.

Municipal Government Department Head I (HRMO)

2/F, Municipal Hall, Dulag, Leyte

ioneeglobio65@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.