

Republic of the Philippines
MGO HILONGOS, 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 HILONGOS, LEYTE in the CSC website:

Jane Francis V. Lobedica
JANE FRANCIS V. LOBEDICA
HRMO
Date: August 10, 2021

No.	Position Title (Parenthetical Title, if applicable)	Planilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
1	Midwife III	81	13	28,276.00	Completion of the Midwifery Course	8 hours of relevant training	2 years of relevant experience	RA 1080	Level 2-Intermediate CORE 1: Analytical Thinking CORE 2: Managing Resources CORE 3: Flexible Thinking Organizational 1: Organizational Knowledge Organizational 2: Organization Alignment	Municipal Health Office

2	Midwife II	91	11	23,877.00	Completion of the Midwifery Course	4 hour of relevant training	1 year of relevant experience	RA 1080	<p>Level 2-Intermediate CORE 1: Analytical Thinking CORE 2: Managing Resources CORE 3: Flexible Thinking Organizational 1: Organizational Knowledge Organizational 2: Organization Alignment</p>	Municipal Health Office
3	Administrative Officer I (Supply Officer I)	193	10	18,024.00	Bachelor's degree	None required	None required	<p>Career Service (Professional) Second Level Eligibility</p>	<p>Level 2-Intermediate CORE 1: Analytical Thinking CORE 2: Managing Resources CORE 3: Flexible Thinking Organizational 1: Organizational Knowledge Organizational 2: Organization Alignment</p>	Office of the Municipal Mayor
4	Administrative Aide III (Utility Worker II(A))	140	3	11,536.00	Must be able to read and write	None required	None required	<p>None required (MC 11, s. 96 - Cat. III)</p>	<p>Level 1 - Basic CORE 1: Analytical Thinking CORE 2: Managing Resources CORE 3: Flexible Thinking Organizational 1: Drafting Skills Organizational 2: Client Focus</p>	Office of the Municipal Mayor

5	Administrative Aide III (Driver I)	177	3	11,536.00	Elementary School Graduate	None required	None required	None required	Driver License (MC 11, s. 96 - Cat. II)	Level 1 - Basic CORE 1: Analytical Thinking CORE 2: Managing Resources CORE 3: Flexible Thinking Organizational 1: Drafting Skills Organizational 2: Client Focus	Office of the Municipal Mayor
6	Administrative Assistant III (Senior Bookkeeper)	153	9	16,654.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	Level 1 - Basic CORE 1: Analytical Thinking CORE 2: Managing Resources CORE 3: Flexible Thinking Organizational 1: Drafting Skills Organizational 2: Client Focus	Office of the Municipal Accountant	
7	Administrative Assistant I (Bookbinder III)	176	7	14,602.00	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)	Level 1 - Basic CORE 1: Analytical Thinking CORE 2: Managing Resources CORE 3: Flexible Thinking Organizational 1: Drafting Skills Organizational 2: Client Focus	Office of the Municipal Treasurer	
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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 August 31, 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:

JANE FRANCIS V. LOBEDICA

HRMO IV

R. V. Villaflores Street, Hilongos, Leyte

hrfjehilongos@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.