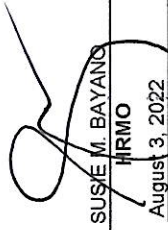


Republic of the Philippines
MGO HINUNANGAN, SOUTHERN LEYTE
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the MGO HINUNANGAN, SOUTHERN LEYTE in the CSC website:


SUSIE M. BAYANO
HRMO
August 3, 2022

Date:

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Eligibility	Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Experience			
1	MUNICIPAL GOV'T. DEPT. HEAD I (Municipal Environment and Natural Resources Officer I)	80	24	₱ 69,394.00	Bachelor's degree in Environment, Forestry, Agriculture or any related course	None Required	3 years experience in environmental and natural resources management, conservation and utilization	3 years experience in environmental and natural resources management, conservation and utilization	First Grade or It's equivalent		Office of the MENRO
2	MUNICIPAL GOV'T. DEPT. HEAD I (Municipal Health Officer I)	53	24	₱ 86,742.00	Doctor of Medicine	None Required	3 years experience as medical practitioner	3 years experience as medical practitioner	R.A. 1080 (Physician)		Office of the Rural Health Unit
3	SENIOR TOURISM OPERATIONS OFFICER	14	18	₱ 34,945.00	Bachelor's degree in tourism, business, law, economics, marketing, public administration or other related fields	8 hours of relevant training on Tourism or DOT specific and mandatory trainings such as but not limited to the following: •Tourism Awareness and Capability Building Seminar for LGUs •Seminar on Disaster Risk Reduction and Management •Basic Tourism Statistics Training (BTST) •Local Tourism Guidebook Orientation and; •Seminar on Gender and Development Orientation	2 years of work experience and involvement in the tourism industry either in the private sector or the government	2 years of work experience and involvement in the tourism industry either in the private sector or the government	Career Service (Professional) Second Level Eligibility		Office of the Municipal Mayor
4	SOCIAL WELFARE OFFICER II	62	15	₱ 26,860.00	Bachelor's degree in Social Work	4 hours of relevant training	1 year of relevant experience	1 year of relevant experience	R.A. 1080 (Social Worker)		Office of the Municipal Social Welfare and Development
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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 18, 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.

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 all 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:

SUSIE M. BAYANO
HRMO I
LGU - HINUNANGAN, SOUTHERN LEYTE
lguhinunangan@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.