

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

Electronic copy to be submitted to the CSC FO must be in MS Excel format

To: CIVIL SERVICE COMMISSION (CSC)

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

JUDY G. PARADO, CPA
HRMO Designate

Date: February 11, 2021

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Municipal Government Department Head I (Municipal Civil Registrar)	MCR-1	24	68059	Bachelor's Degree	120 hours of supervisory/management learning and development intervention	3 years experience in civil registry work	Career Service (Professional)/Second Level Eligibility	Building Collaborative and Inclusive Working Relationships, Managing Performance and Coaching for Results, Leading Change, Thinking Strategically and Creatively, Creating and Nurturing a High Performing Organization	Municipal Civil Registrar Office
2	Municipal Government Department Head I (Municipal Agriculturist)	MA-1	24	68059	Bachelor's Degree in Agriculture or any related course	120 hours of supervisory/management learning and development intervention	3 years experience in the agriculture or in a related field	Career Service (Professional)/Second Level Eligibility	Building Collaborative and Inclusive Working Relationships, Managing Performance and Coaching for Results, Leading Change, Thinking Strategically and Creatively, Creating and Nurturing a High Performing Organization	Municipal Agriculture Office
3	Assistant Municipal Treasurer	MTO-2	22	53494	Bachelor's degree preferably in Commerce, Public Administration, or Law	16 hours of relevant training	3 years experience in the treasury or accounting service	Career Service (Professional)/Second Level Eligibility	Exemplifying Integrity, Delivering Service Excellence, Solving Problems and Making Decisions; Demonstrating Personal Effectiveness, Speaking Effectively, Championing and Applying for Innovation, Planning and Delivering, and Managing Information; Policy Interpretation, Accounting, and Cash Management	Municipal Treasurer's Office
4	Revenue Collection Clerk III	MTO-7	9	15027	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/First Level Eligibility	Exemplifying Integrity, Delivering Service Excellence, Solving Problems and Making Decisions; Demonstrating Personal Effectiveness, Speaking Effectively, Championing and Applying for Innovation, Planning and Delivering, and Managing Information; Policy Interpretation and Cash Management	Municipal Treasurer's Office
5	Revenue Collection Clerk III	MTO-8	9	15027	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/First Level Eligibility	Exemplifying Integrity, Delivering Service Excellence, Solving Problems and Making Decisions; Demonstrating Personal Effectiveness, Speaking Effectively, Championing and Applying for Innovation, Planning and Delivering, and Managing Information; Policy Interpretation and Cash Management	Municipal Treasurer's Office

6	Labor & Employment Officer III	MPES-1	16	28085	Bachelor's Degree preferably in any of the following: Operations Management; Human Resource Management; Human Resource Development; and/or allied fields	1 year of experience in program management relative to employment facilitation	4 hours of relevant training on employment facilitation	Career Service (Professional)/Second Level Eligibility	Exemplifying Integrity, Delivering Service Excellence, Solving Problems and Making Decisions; Demonstrating Personal Effectiveness, Speaking Effectively, Championing and Applying for Innovation, Planning and Delivering, and Managing Information; Policy Interpretation, Records Management, Job Analysis, Job Description and Competency Development, and Recruitment and Placement	Municipal Public Employment Office
7	Market Supervisor I	MO-17	10	16175	Bachelors Degree	None Required	None Required	Career Service(Professional) /Second Level Eligibility	Exemplifying Integrity, Delivering Service Excellence, Solving Problems and Making Decisions; Demonstrating Personal Effectiveness, Speaking Effectively, Championing and Applying for Innovation, Planning and Delivering, and Managing Information; Policy Interpretation, Policy Development, and Facilities Management	Management of Public Market
8	Administrative Aide VI (Data Controller I)	MTD-20	6	12419	Completion of two years studies in college or High School graduate with relevant vocational/trade course	None required	None required	CS Subprofessional/Data Encoder / MC II s. 96 Cat I/First Level Eligibility	Exemplifying Integrity, Delivering Service Excellence, Speaking and Writing Effectively, Managing Information, Records Management	Municipal Treasurer's Office
9	Administrative Assistant II (Carpenter Foreman)	MO-40	8	14004	High School Graduate or Completion of relevant vocational/ trade course	Four hours of relevant training	One year of relevant experience	Carpenter per CSC MC 10, s. 2013- Cat. II	Exemplifying Integrity and Delivering Service Excellence; Facilities Management	Municipal General Services 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 February 28, 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.
5. Photocopy of Certificate of Trainings for the last five (5) years
6. Service Record or Certificate of Employment

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

JUDY G. PARADO, CPA
Municipal Accountant/HRMO-Designate
Cor. Real and Del Carmen Sts. Jaro, Leyte
hr@guarap@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.