

Republic of the Philippines  
( Local Government Unit of Kananga )  
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 (LGU Kananga) in the CSC website:

  
**EVELINA C. HOYUMPA**  
HRMO III

Date: November 17, 2021

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 III (Driver I)	1021-018	3	12,215.00	Elementary School Graduate	None Required	None Required	Driver License (MC 11 S. 96 Cat 11)		Mun. Vice Mayor's Office
2	Secretary II	1021-020	7	15,461.00	completion of two yrs. studies in college	None Required	None Required	Career Service Sub-Prof. / First Level Eligibility		Mun. Vice Mayor's Office
3	Stenographer	1022-025	4	12,960.00	completion of two yrs. studies in college	None Required	None Required	Career Service Sub-Prof. / First Level Eligibility		Mun. Vice Mayor's Office
4	Administrative Aide II (Messenger I)	1021-019	2	11,511.00	Elementary School Graduate	None Required	None Required	None Required (MC 11 S. 96 Cat III)		Mun. Vice Mayor's Office
5	Project Evaluation Officer I	1041-029	11	21,489.00	Bachelor's Degree Relevant to the Job	None Required	None Required	Career Service (Prof) /Second Level Eligibility		MPDO
6	Administrative Aide I (Utility Worker I)	1041-032	1	10,831.00	must be able to read & write	None Required	None Required	None Required (MC 11 S. 96 Cat III)		MPDO
7	Adm. Aide IV (Driver II)	1061-047	4	12,960.00	Elementary School Graduate	None Required	None Required	Drivers License (MC 11 s. 96 Cat. II)		General Services Office
8	Adm. Aide II (Bookbinder I)	1081-056	2	11,511.00	Elementary School Graduate	None Required	None Required	None Required (MC 11 S. 96 Cat III)		Municipal Accountant Office
9	Revenue Collection Clerk II	1091-063	7	15,461.00	completion of two (2) yrs.	4 hrs. of relevant training	one year of relevant experience	Career Service Sub-Prof. / First Level Eligibility		Mun. Treasurer's Office

10	Adm. Aide VI (Clerk III )	1091-065	6	14,580.00	completion of two yrs. Studies in college	None Required	None Required	Career Service Sub-Prof. / First Level Eligibility		Mun. Treasurer's Office
11	Adm. Aide IV (Clerk II)	1091-066	4	12,960.00	completion of two yrs. Studies in college	None Required	None Required	Career Service Sub-Prof. / First Level Eligibility		Mun. Treasurer's Office
12	Assessment Clerk I	1101-069	4	12,960.00	completion of two yrs. Studies in college	None Required	None Required	Career Service Sub-Prof. / First Level Eligibility		Mun. Assessor's Office
13	Municipal Health Officer	4411-071	24	86,742.00	Doctor of Medicine	None Required	3 yrs. experience as Medical Practitioner	R.A. 1080 (Doctor of Medicine)		Mun. Health Office
14	Medical Technologist I	4411-075	11	23,877.00	BS MEDTECH Grad . or Bachelor of Science in Public Health	2 hours of relevant training	None Required	R.A. 1080 (Medical Technologist)		Mun. Health Office
15	Nurse II	4411-074	16	36,628.00	BS Nursing Graduate	1 year of relevant experience	4 hours of relevant training	R.A. 1080 (Nurse)		Mun. Health Office
16	Midwife II	4411-078	11	23,877.00	Completion of Midwifery Course	None Required	None Required	R.A. 1080 (Midwife)		Mun. Health Office
17	Midwife III	4411-076	13	28,276.00	Completion of Midwifery Course	None Required	None Required	R.A. 1080 (Midwife)		Mun. Health Office
18	Sanitation Inspector I	4411-085	6	16,200.00	completion of two yrs. studies in college	None Required	None Required	Career Service Sub-Prof. / First Level Eligibility		Mun. Health Office
19	Barangay Health Aide	4411-087	4	14,400.00	High School Graduate	None Required	None Required	Career Service Sub-Prof. / First Level Eligibility		Mun. Health Office
20	Population Program Wkr. I	4411-086	5	15,275.00	completion of two yrs. studies in college	None Required	None Required	Career Service Sub-Prof. / First Level Eligibility		Mun. Health Office
21	Medical Officer III	4422-092	21	60,901.00	Doctor of Medicine	None Required	None Required	R.A. 1080 (Doctor of Medicine)		Kananga Mun. Hospital
22	Nurse I	4422-094	15	33,575.00	BS Nursing Graduate	None Required	None Required	R.A. 1080 (Nurse)		Kananga Mun. Hospital
23	Nurse I	4422-095	15	33,575.00	BS Nursing Graduate	None Required	None Required	R.A. 1080 (Nurse)		Kananga Mun. Hospital
24	Nurse I	4422-096	15	33,575.00	BS Nursing Graduate	None Required	None Required	R.A. 1080 (Nurse)		Kananga Mun. Hospital
25	Midwife I	4422-097	9	19,593.00	Completion of Midwifery Course	None Required	None Required	R.A. 1080 (Midwife)		Kananga Mun. Hospital
26	Midwife I	4422-098	9	19,593.00	Completion of Midwifery Course	None Required	None Required	R.A. 1080 (Midwife)		Kananga Mun. Hospital

27	Midwife I	4422-099	9	19,593.00	Completion of Midwifery Course	None Required	None Required	R.A. 1080 (Midwife)		Kananga Mun. Hospital
28	Nursing Attendant I	4422-100	4	14,400.00	Elementary School Graduate	None Required	None Required	None Required (MC 11 S. 96 Cat III)		Kananga Mun. Hospital
29	Nursing Attendant I	4422-101	4	14,400.00	Elementary School Graduate	None Required	None Required	None Required (MC 11 S. 96 Cat III)		Kananga Mun. Hospital
30	Nursing Attendant I	4422-102	4	14,400.00	Elementary School Graduate	None Required	None Required	None Required (MC 11 S. 96 Cat III)		Kananga Mun. Hospital
31	Nursing Attendant I	4422-103	4	14,400.00	Elementary School Graduate	None Required	None Required	None Required (MC 11 S. 96 Cat III)		Kananga Mun. Hospital
32	Adm. Aide VI (Clerk III)	4422-104	6	16,200.00	completion of two yrs. Studies in college	None Required	None Required	Career Service Sub-Prof. First Level Eligibility		Kananga Mun. Hospital
33	Cook I	4422-106	3	13,572.00	Elementary School Graduate	None Required	None Required	None Required (MC 11 S. 96 Cat III)		Kananga Mun. Hospital
34	Administrative Aide I (Utility Worker I)	4422-105	1	12,034.00	must be able to read & write	None Required	None Required	None Required (MC 11 S. 96 Cat III)		Kananga Mun. Hospital
35	Administrative Aide III (Driver I)	4422-107	3	13,572.00	Elementary School Graduate	None Required	None Required	Driver License (MC 11 S. 96 Cat 11)		Kananga Mun. Hospital
36	Administrative Aide I (Utility Worker I)	8751-127	1	10,831.00	Must be able to read and write	None Required	None Required	None Required (MC 11 S. 96 Cat III)		Municipal Engineering Office
37	Administrative Aide II (Messenger I)	8751-125	2	11,511.00	Elementary School Graduate	None Required	None Required	None Required (MC 11 S. 96 Cat III)		Municipal Engineering Office
38	Adm. Aide I (Laborer I)	8812-140	1	10,831.00	must be able to read & write	None Required	None Required	None Required (MC 11 S. 96 Cat III)		Mun. Slaughterhouse Office
39	Administrative Aide VI (Clerk III)	8771-131	6	14,580.00	completion of two yrs. Studies in college	None Required	None Required	Career Service Sub-Prof. First Level Eligibility		KMWS
40	Adm. Aide IV (Comm. Equipt. Operator I)	1031-142	4	12,960.00	completion of two yrs. Studies in college or High School Graduate	None Required	None Required	Appropriate License (MC11. s.96-Cat. III)		Mun. Administrator's Office
41	Local DRRM Assistant	9940-151	8	16,426.00	completion of two yrs. Studies in college	4 hours of relevant training	1 year of relevant experience on DRR	Career Service Sub-Prof. First Level Eligibility		MDRRMO
42	Local DRRM Assistant	9940-152	8	16,426.00	completion of two yrs. Studies in college	4 hours of relevant training	1 year of relevant experience on DRR	Career Service Sub-Prof. First Level Eligibility		MDRRMO
43	Mun. Livelihood and Cooperative Officer (Cooperative Development Specialist II)	8971-153	15	30,218.00	Bachelors Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Prof.) Second Level Eligibility		Municipal Mayor's Office

\*\*\*\*\*Nothing Follows\*\*\*\*\*

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 December 10, 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](http://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:

**EVELINA C. HOYUMPA**

Administrative Officer V (HRMO III)

LGU Kananga, Leyte

([lgukanangahr@gmail.com](mailto:lgukanangahr@gmail.com))

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.