

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: August 18, 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	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
5	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
6	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
7	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
8	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
9	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

10	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
11	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
12	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
13	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
14	Nurse I	4411-074	15	33,575.00	BS Nursing Graduate	None Required	None Required	R.A. 1080		Mun. Health Office
15	Midwife II	4411-078	11	23,877.00	Completion of Midwifery Course	None Required	None Required	R.A. 1080 (Midwife)		Mun. Health Office
16	Midwife III	4411-076	13	28,276.00	Completion of Midwifery Course	None Required	None Required	R.A. 1080 (Midwife)		Mun. Health Office
17	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
18	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
19	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
20	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
21	Nurse I	4422-094	15	33,575.00	BS Nursing Graduate	None Required	None Required	R.A. 1080		Kananga Mun. Hospital
22	Nurse I	4422-095	15	33,575.00	BS Nursing Graduate	None Required	None Required	R.A. 1080		Kananga Mun. Hospital
23	Nurse I	4422-096	15	33,575.00	BS Nursing Graduate	None Required	None Required	R.A. 1080		Kananga Mun. Hospital
24	Midwife I	4422-097	9	19,593.00	Completion of Midwifery Course	None Required	None Required	R.A. 1080 (Midwife)		Kananga Mun. Hospital
25	Midwife I	4422-098	9	19,593.00	Completion of Midwifery Course	None Required	None Required	R.A. 1080 (Midwife)		Kananga Mun. Hospital
26	Midwife I	4422-099	9	19,593.00	Completion of Midwifery Course	None Required	None Required	R.A. 1080 (Midwife)		Kananga Mun. Hospital

27	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
28	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
29	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
30	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
31	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
32	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
33	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
34	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
35	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
36	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
37	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
38	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
39	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
40	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
41	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
42	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 \_\_\_\_\_.

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:

**HON. MANUEL VICENTE M. TORRES**

Municipal Mayor

Mayor's Office, LGU Kananga, Leyte

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.