

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


HON. ARNALDO JAMES M. YSIDORO
Municipal Mayor

Date: September 12, 2022

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	Senior Administrative Assistant I (Data Controller IV)	MTO-2021-01	13	22,349.00	Completion of 2 years studies in college or High School graduate with relevant vocational/trade course	16 hrs. of relevant training	3 years of relevant experience	Career Service (Subprofessional) Data Encoder (MC 11, s.96-Cat.I) First Level Eligibility		Office of the Municipal Treasurer
2	Administrative Aide III (Ticket Checker)	MTO-2021-06	3	10,594.00	High School graduate	None Required	None Required	None required (MC 11, s.96-Cat.III)		Office of the Municipal Treasurer
3	Administrative Assistant I (Reproduction Machine Operator III)	MTO-2021-02	7	13,424.00	Elementary School graduate	None Required	None Required	None required (MC 11, s.96-Cat.III)		Office of the Municipal Treasurer
4	Administrative Assistant I (Reproduction Machine Operator III)	MTO-2021-03	7	13,424.00	Elementary School graduate	None Required	None Required	None required (MC 11, s.96-Cat.III)		Office of the Municipal Treasurer
5	Administrative Aide III (Utility Worker II)	MTO-2010-01	3	10,594.00	Must be able to read and write	None Required	None Required	None required (MC 11, s.96-Cat.III)		Office of the Municipal Treasurer
6	Administrative Officer II (Management and Audit Analyst 1)	MACCO-2015-01	11	19,079.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility		Office of the Municipal Accountant
7	Administrative Assistant I (Bookbinder III)	MACCO-2021-03	7	13,424.00	Elementary School graduate	None Required	None Required	None required (MC 11, s.96-Cat.III)		Office of the Municipal Accountant

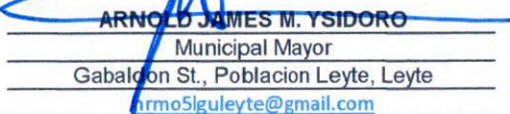
8	Administrative Officer II (Community Affairs Officer 1)	MO-2021-IIB-09	11	19,079.00	Bachelor's degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	Office of the Municipal Mayor
9	Administrative Aide IV (Driver II)	MO-2021-06	4	11,245.00	Elementary School graduate	None Required	None Required	Driver License (MC 11, s.96- Cat.II)	Office of the Municipal Mayor
10	Administrative Aide IV (Watchman II)	MO-2021-07	4	11,245.00	Elementary School graduate	None Required	None Required	None required (MC 11, s.96- Cat.III)	Office of the Municipal Mayor
11	Administrative Assistant I (Reproduction Machine Operator III)	MO-2013-01	7	13,424.00	Elementary School graduate	None Required	None Required	None required (MC 11, s.96- Cat.III)	Office of the Municipal Mayor
12	Administrative Aide IV (Farm Worker II) Cooperatives	MA-2021-03	4	11,245.00	Elementary School graduate	None Required	None Required	None required (MC 11, s.96- Cat.III)	Office of the Municipal Agriculture
13	Development Specialist I	MA-2017-05	11	19,079.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level	Office of the Municipal Agriculture
14	Agricultural Technologist	MA-2021-07	10	16,643.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level	Office of the Municipal Agriculture
15	Agricultural Technologist	MA-2021-08	10	16,643.00	Bachelor's degree relevant to the job	None Required	None Required	(Professional) Second Level Eligibility	Office of the Municipal Agriculture
16	Administrative Assistant I (Bookbinder III)	MBO-2021-01	7	13,424.00	Elementary School graduate	None Required	None Required	None required (MC 11, s.96- Cat.III)	Office of the Municipal Budget
17	Social Welfare Officer I	MS-2021-01	11	19,079.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	Office of the MSWD
18	Social Welfare Assistant	VI-D-25/24	8	14,249.00	Completion of two years studies in college	4 hrs. of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	Office of the MSWD
19	Administrative Officer II (Human Resource Management Officer I)	OHRM-2017-02	11	12,884.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	Office of the Human Resource Management
20	Administrative Assistant I (Reproduction Machine Operator III)	OHRM-2021-02	7	13,424.00	Elementary School graduate	None Required	None Required	None required (MC 11, s.96- Cat.III)	Office of the Human Resource Management
21	Sanitary Inspector I	VI-C-22/21	6	13,424.00	Completion of two years studies in college	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility	Office of the Municipal Health

22	Engineer III	ME-2021-07	19	37,376.00	Bachelor's degree in Engineering relevant to the Job	8 hrs. of relevant training	2 years of relevant experience	RA 1080	Office of the Municipal Engineer
23	Engineer II	ME-2021-08	16	28,613.00	Bachelor's degree in Engineering relevant to the Job	4 hrs. of relevant training	1 year of relevant experience	RA 1080	Office of the Municipal Engineer
24	Administrative Assistant I (Reproduction Machine Operator III)	ME-2021-10	7	13,424.00	Elementary School graduate	None Required	None Required	None required (MC 11, s.96-Cat.III)	Office of the Municipal Engineer
25	Administrative Assistant II (Construction and Maintenance Foreman)	ME-2021-09	8	14,249.00	High School graduate	4 hrs. of relevant training	1 year of relevant experience	None required (MC 11, s.96-Cat.III)	Office of the Municipal Engineer

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 September 27, 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 the 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:


ARNOLD JAMES M. YSIDORO
Municipal Mayor
Gabaldon St., Poblacion Leyte, Leyte
jrmo5lguleyte@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.