

Republic of the Philippines  
**MGO MALITBOG, 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 MALITBOG, SOUTHERN LEYTE in the CSC website:

**MAJALALIL C. FLORES**  
**MSWDO/HRMO-Designate**

Date: July 20, 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	MUNICIPAL GOVERNMENT DEPARTMENT HEAD 1 (Municipal Planning and Development Coordinator)	20	SG-24	P65,057.00	Bachelor's degree preferably in Urban Planning, Development Studies, Economics, Public Administration or any related course	None required	3 years experience in development planning or in any related field	RA 1080 (Environmental Planner)	-	Municipal Planning and Development Office
2	MUNICIPAL GOVERNMENT DEPARTMENT HEAD 1 (Municipal Treasurer)	22	SG-24	P65,057.00	Bachelor's degree preferably in Commerce, Public Administrator or Law	None required	3 years experience in treasury or accounting service	First grade or its equivalent	-	Municipal Treasurer's Office
3	MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (Municipal Engineer)	40	SG-24	P65,057.00	Bachelor's degree in Civil Engineering	None required	3 years experience in the practice of engineering	RA 1080	-	Office of the Municipal Engineer
4	ENGINEER 1	111	SG-12	P19,539.00	Bachelor's degree in Engineering relevant to the job.	None required	None required	RA 1080 (Engineer)	-	Office of the Municipal Engineer
5	ADMINISTRATIVE OFFICER II (Human Resource Management Officer I)	137	SG-11	P17,908.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	-	Human Resource Management Office
6	ADMINISTRATIVE OFFICER I (Records Officer I)	73	SG-10	P15,904.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	-	Office of the Municipal Mayor
7	ADMINISTRATIVE OFFICER I (Supply Officer I)	75	SG-10	P15,904.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	-	Office of the Municipal Mayor
8	REVENUE COLLECTION CLERK II	26	SG-7	P12,884.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	-	Municipal Treasurer's Office
9	REVENUE COLLECTION CLERK I	29	SG-5	P11,456.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	-	Municipal Treasurer's Office
10	ADMINISTRATIVE ASSISTANT I (Computer Operator I)	173	SG-7	P12,884.00	Completion of two years studies in college of High School Graduates with relevant vocational/trade course	None required	None required	Career Service (Subprofessional) Data Encoder (MC11, s 96 - Cat. I) First Level Eligibility	-	Accounting and Internal Office

11	ADMINISTRATIVE AIDE VI (Data Entry Machine Operator I)	148	SG-6	P12,150.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Carer Service (Subprofessional) Data Encoder (MC11, s 96 - Cat. I) First Level Eligibility	-	Accounting and Internal Office
12	DRAFTSMAN I	108	SG-6	P12,150.00	Completion of two years in college or High School Graduate with relevant vocational/trade course	None required	None required	Carer Service (Subprofessional) Draftsman or Illustrator (MC11, s 96 - Cat. I) First Level Eligibility	-	Municipal Planning and Development Office
13	POPULATION PROGRAM WORKER I	4	SG-5	P11,456.00	Completion of two years studies in college	None required	None required	Care Service (Subprofessional) First Level Eligibility	-	Office of the Mayor
14	BILL COLLECTOR	46	SG-5	P11,456.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	-	Municipal Treasurer's Office
15	WATER PUMP OPERATOR	44	SG-4	P10,800.00	High School Graduate or Completion of relevant vocational/trade course	None required	None required	None required (MC 11, s.96-Cat. III)	-	Municipal Treasurer's Office
16	ADMINISTRATIVE AIDE I (Utility Worker I)	48	SG-1	P9,026.00	Must be able to read and write	None required	None required	None required	-	Municipal Treasurer's Office
17	MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (Municipal Agriculturist)	171	SG-24	P65,057.00	Bachelor's degree in Agriculture or other allied courses	None required	3 years acquired experience in agriculture or in a related field	Relevant RA 1080	-	Municipal Agriculture's Office
18	MEAT INSPECTOR	49	SG-6	P12,150.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	-	Municipal Treasurer's 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 August 05,2022.

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](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.
5. This Office highly encourages all interested and qualified applicants an 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:

**ANTONIO S. LURA, SR.**  
 \_\_\_\_\_  
 Municipal Mayor  
 \_\_\_\_\_  
 LGU-Malitbog, Southern Leyte  
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[mayorsoffice@gumalitbog6603@gmail.com](mailto:mayorsoffice@gumalitbog6603@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.