

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 LGU-Malitbog, Southern Leyte in the CSC website:

CINETTE O. UY  
HRMO  
Date: January 13, 2023

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	BOARD SECRETARY V (Secretary to the Sangguniang Bayan I)	16	SG-24	P66,308.00	Bachelor's degree preferably in Law, Commerce or Public Administration	None required	None required	First grade or its equivalent	N/A	SB Secretariat Office
2	PROJECT DEVELOPMENT OFFICER II	140	SG-15	P26,323.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Municipal Planning and Development Office
3	LOCAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICER I	168	SG-11	P19,079.00	Bachelor's degree	None required	None required	Career Service Professional / 2nd Level Eligibility	N/A	LDRRM Division
4	LOCAL DISASTER RISK REDUCTION AND MANAGEMENT ASSISTANT	170	SG-8	P14,249.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience on disaster risk reduction and management	Career Service Sub-Professional / 1st Level Eligibility	N/A	LDRRM Division
5	REVENUE COLLECTION CLERK III	117	SG-9	P15,302.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	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 January 28 2023.

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 and promotes equal employment opportunity to all men and women at all levels 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  
[mayorsoffice@gumalitbog6603@gmail.com](mailto:mayorsoffice@gumalitbog6603@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.