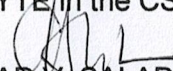


Republic of the Philippines
MGO MATALOM, LEYTE
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the MGO MATALOM, LEYTE in the CSC website:


CARIDAD V. SALADO
HRMO

Date: 11/10/2021

| 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 | Municipal Government Department Head I (Municipal Health Officer I) | 67 | 24 | P86,742.00 | Doctor of Medicine | None Required | 3 years as medical practitioner | R.A. 1080 (Physician) | | Rural Health Unit |
| 2 | Sanitation Inspector I | 76 | 6 | P16,200.00 | Completion of two (2) years studies in college | None Required | None Required | Career Service Sub- professional/First Level Eligibility | | Rural Health Unit |
| 3 | Four (4) Administrative Aide I (Utility Worker I) Casual | 28, 29, 30, 31 | 1 | P 9,614.00 | Must be able to read and write | None Required | None Required | None Required | | 1 Mayor's Office 2 Matalom Municipal Waterworks System 1 Canigao Island |
| 4 | One (1) Administrative Aide III (Clerk I 1) • Casual | 32 | 3 | P10,846.00 | Completion of two (2) years studies in college | None Required | None Required | None Required | | Office of the Municipal Social Welfare and Development |
| 5 | 1 Social Welfare Aide Casual | 33 | 4 | P11,506.00 | Completion of two (2) years studies in college | None Required | None Required | None Required | | Office of the Municipal Social Welfare and Development |

| | | | | | | | | | | |
|----|---|-------|---|------------|---------------------|---------------|---------------|--|--|--|
| 6 | Two (2) Administrative Aide III (Driver i) Casual | 34,35 | 3 | P10,846.00 | Elementary Graduate | None Required | None Required | Driver's License (MC 11, S. 96, Cat. 10, as amended) | | Office of the Local Disaster Risk Reduction Management |
| 7 | | | | | | | | | | |
| 8 | | | | | | | | | | |
| 9 | | | | | | | | | | |
| 10 | | | | | | | | | | |

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 November 24, 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;
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:

Caridad V. Salado

HRMO III

LGU - Matalom, Ileyte

matalomlce@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.