

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

OSCAR D. CALAMBO

(Signature)
HRMO

Date:

1/3/2022

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Social Welfare Officer II	134	15	25,181.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Civil Service (Professional) Second Level Eligibility		MSWDO
2	Social Welfare Aide	135	4	10,800.00	High School graduate	none required	none required	none required (MC 11 s. 96-Cat. LII) Civil Service (Subprofessional) First Level Eligibility		MSWDO
3	Revenue Collection Clerk II	49	7	12,884.00	Completion of 2 years studies in college	none required	none required	(Subprofessional) First Level Eligibility		MTO
4	Midwife II	62	11	23,877.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	RA 1080		RHU
5	Draftsman I B	31	6	12,150.00	Completion of 2 years studies in college or Highschool graduate w/ relevant/trade	none required	none required	(Subprofessional) Draftsman or Illustrator (MC 11 s. 96-Cat. L) Civil Service (Subprofessional) First Level Eligibility		MPDC
6	Administrative Aide IV (Clerk II)	3	4	10,800.00	Completion of 2 years studies in college	none required	none required	Civil Service (Subprofessional) First Level Eligibility		Mayor's Office
7	Administrative Aide III (Clerk I)	34	3	10,179.00	Completion of 2 years studies in college	none required	none required	(Subprofessional) First Level Eligibility		MCR

8	Administrative Aide I (Utility Worker I B)	93	1	9,026.00	must be able to read and write	none required	none required	none required	none required (MC 11 s. 96-Cat. III)	Mayor's Office
9	Aquacultural Technician I	136	6	12,150.00	Completion of 2 years studies in college	none required	none required	none required	Civil Service (Subprofessional) First Level Eligibility	Municipal Agriculture Office
10	Farm Worker I Administrative Aide I (Utility Worker I B)	137	2	9,593.00	Elementary School Graduate	none required	none required	none required	none required (MC 11 s. 96-Cat. III)	Municipal Agriculture Office
11	Administrative Aide I (Utility Worker I B)	91	1	9,026.00	must be able to read and write	none required	none required	none required	none required (MC 11 s. 96-Cat. III)	GSO
12	Administrative Aide I (Utility Worker I B)	90	1	9,026.00	must be able to read and write	none required	none required	none required	none required (MC 11 s. 96-Cat. III)	GSO Municipal Engineering Office
13	Administrative Aide I (Utility Worker I B)	113	1	9,593.00	must be able to read and write	none required	none required	none required	none required (MC 11 s. 96-Cat. III)	GSO Municipal Engineering 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 18, 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.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

OSCAR B. CALAMBO

MGDHI (HRMO)

Poblacion, Merida Leyte

jeumerida.hrmo@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.