

Republic of the Philippines  
LOCAL GOVERNMENT UNIT OF 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 LGU-Merida, Leyte in the CSC website:

OSCAR D. CALAMBO

MGDI (HRMO)

Date: JANUARY 27, 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 Tourism Operations Officer)	130	24	63,806.00	Bachelor's degree in tourism, buainess, law, economics, marketing, public administration or other related fields	DOT specific and mandatory trainings such as but not limited to the following: *Tourism Awareness & Capability Building Seminar for LGUs *Seminar on Disaster Risk Reduction and Management *Basic Tourism Statistics Training (BTST) *Local Tourism Guidebook Orientation and; *Seminar on Gender and Development Orientation	4 years of work experience and involvement in the tourism industry either in private sector or the government	Career Service (Professional)/ Second Level Eligibility		Tourism Office
2	Municipal Government Department Head I (Municipal Administrator)	131	24	63,806.00	Bachelor's degree preferably in Public Administration, Law or any related course	None	3 years experience in management and administration work	First grade or its equivalent		Administrators 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 \_\_\_\_\_.

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. Photocopy of certificates of trainings and previous employment / experience, if any,

We encouraged individuals regardless of gender, civil status, disability, ethnicity, religion & political affiliation to apply.

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

**ENGR. ROLANDO M. VILASENCIO**

Municipal Mayor

LGU - Merida, Leyte

[lgumayorsoffice@merida.gov.ph](mailto:lgumayorsoffice@merida.gov.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.