

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

(MGDH I (HRMO))

Date:

24-Jun-22

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	Social Welfare Officer II	134	15	26,323.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Civil Service (Professional) Second Level Eligibility	N/A	MSWDO		
2	Social Welfare Aide	135	4	11,245.00	High School graduate	none required	none required	none required 11, s. 96-Cat. III)	N/A	MSWDO		
3	Revenue Collection Clerk II	49	7	13,424.00	completion of 2 years studies in college	none required	none required	Civil Service (Subprofessional) First Level Eligibility	N/A	MTO		
4	Administrative Aide I (Utility Worker I B)	91	1	9,388.00	must be able to read and write	none required	none required	none required 11, s. 96-Cat. III)	N/A	GSO		
5	Midwife II	62	11	25,439.00	completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	RA 1080 Civil Service	N/A	RHU		
6	Administrative Aide IV (Clerk II)	3	4	11,245.00	completion of 2 years studies in college	none required	none required	(Subprofessional) First Civil Service	N/A	Mayor's Office		
7	Draftsman I B	31	6	12,658.00	studies in college or High completion of 2 years	none required	none required	(Subprofessional) First Civil Service	N/A	MPDC		
8	Administrative Aide III (Clerk I)	34	3	10,594.00	studies in college	none required	none required	(Subprofessional) First Civil Service	N/A	MCR		
9	Aquacultural Technician I	136	6	12,658.00	completion of 2 years studies in college	none required	none required	(Subprofessional) First Civil Service	N/A	Municipal Agriculture Office		
10	Farm Worker I	137	2	9,979.00	Elementary School Graduate	none required	none required	none required 11, s. 96-Cat. III)	N/A	Municipal Agriculture Office		
11	Administrative Aide I (Utility Worker I B)	113	1	9,388.00	must be able to read and write	none required	none required	none required 11, s. 96-Cat. III)	N/A	Municipal Engineering Office		
12	Municipal Government Department Head I (Municipal Agriculturist)	75	24	66,308.00	Agriculture or other allied courses such as Agricultural Engineering	none required	experience in agriculture or in a related field	Relevant RA 1080	N/A	Municipal Agriculture 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 July 09, 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.

The LGU highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men 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:

OSCAR B. CALAMBO
MGDHI (HRMD)
Poblacion, Merida, Leyte
lgumerida.hrmo@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.