

Republic of the Philippines
LGU-PADRE BURGOS, 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-PADRE BURGOS, SOUTHERN LEYTE in the CSC website:

FLA
FLORDELYN E. ACLAO
HRMO

Date: 11/10/2021

No.	Position Title (Parenthetical Title, if any)	Plantilla Item No.	Salary/ Job/ Pay	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Municipal Government Department Head I (Municipal Accountant I)	37	24	54,452.29	Bachelor's degree in Commerce/Business Administration major in Accounting	3 years experienced in the treasury or accounting service	None	RA 1080 (CPA)	N/A	OFFICE OF THE MUNICIPAL ACCOUNTANT
2	Municipal Government Department Head I (Municipal Agriculturist I)	62	24	54,452.29	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	3 years acquired experience in agriculture or in a related field	None	Relevant RA 1080 (Agriculturist, Agricultural Engineer, Fisheries Technologist and Veterinarian, depending on the functions, duties and responsibilities as indicated in the Position Description Form)	N/A	OFFICE OF THE MUNICIPAL AGRICULTURIST
3	Local Disaster Risk Reduction Management Officer III	73	18	26,282.27	Bachelor's Degree	2 years of relevant experience in DRRM	8 hours of relevant training on DRRM	Career Service (Professional), Second Level Eligibility	N/A	OFFICE OF THE MUNICIPAL MAYOR
4	Midwife II	56.1	8	16,239.83	Completion of Midwifery course	1 year of relevant experience	4 hours of relevant training	RA 1080 (Midwife)	N/A	MUNICIPAL HEALTH OFFICE

5	Administrative Assistant II (Clerk IV)	26	8	11,552.16	Completion of 2 years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service Subprofessional), First Level Eligibility	N/A	OFFICE OF THE SANGUNIANG BAYAN
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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 26, 2021.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at
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:

FLORDELYN E. ACLAO
HRMO
Padre Burgos, Southern Leyte
mayorsoffice2012@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.