

Republic of the Philippines  
LGU-PADRE BURGOS, SOUTHERN LEYTE  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the vacant position of LGU-PADRE BURGOS, Padre Burgos, Southern Leyte in the CSC website.

*jele*  
FLORELYN E. ACLAO

HRMO

Date: 8/4/2021

No	Position Title (Parentetical 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	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 1)	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	3 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

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 August 16, 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](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.

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

**FLORELYN E. ACLAO**

HRMO

Padre Burgos, Southern Leyte

[mayorsoffice2012@gmail.com](mailto:mayorsoffice2012@gmail.com)