

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


HAZEL F. VASQUEZ
HRMO

Date: JANUARY 9, 2023

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	LOCAL LEGISLATIVE STAFF EMPLOYEE I	28	2	11,309.00	ELEMENTARY SCHOOL GRADUATE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED (MC 11, S. 96 - CAT. III)	N/A	OFFICE OF THE SANGGUNIANG BAYAN
2	ADMINISTRATIVE AIDE I (UTILITY WORKER I)	36	1	10,639.00	MUST BE ABLE TO READ AND WRITE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED (MC 11, S. 96 - CAT. III)	N/A	OFFICE OF THE MUNICIPAL ADMINISTRATOR
3	ADMINISTRATIVE AIDE II (MESSENGER)	70	2	11,309.00	ELEMENTARY SCHOOL GRADUATE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED (MC 11, S. 96 - CAT. III)	N/A	OFFICE OF THE MUNICIPAL ACCOUNTANT
4	ADMINISTRATIVE AIDE I (UTILITY WORKER I)	71	1	10,309.00	MUST BE ABLE TO READ AND WRITE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED (MC 11, S. 96 - CAT. III)	N/A	OFFICE OF THE MUNICIPAL ACCOUNTANT
5	NURSE I	102	11	25,439.00	BACHELOR OF SCIENCE IN NURSING	NONE REQUIRED	NONE REQUIRED	RA 1080	N/A	OFFICE OF THE MUNICIPAL HEALTH
6	SOCIAL WELFARE OFFICER III	118	18	38,423.00	BACHELOR'S DEGREE IN SOCIAL WORK	8 HOURS OF RELEVANT TRAINING	2 YEARS OF RELEVANT EXPERIENCE	RA 1080 (SOCIAL WORKER)	N/A	OFFICE OF THE MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT
7	SOCIAL WELFARE OFFICER I	119	11	21,623.00	BACHELOR'S DEGREE IN SOCIAL WORK	NONE REQUIRED	NONE REQUIRED	RA 1080 (SOCIAL WORKER)	N/A	OFFICE OF THE MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT
8	LOCAL ECONOMIC INVESTMENT PROMOTION OFFICER	189	11	21,623.00	BACHELOR'S DEGREE	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE (PROFESSIONAL)	N/A	OFFICE OF THE LOCAL ECONOMY AND INVESTMENT PROMOTION

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 24, 2023.

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.

5. This Office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and 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:



HAZEL F. VASQUEZ

HRMO-Des.

Rizal St., Palompon, Leyte

hrmofgupalompon@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.