

Republic of the Philippines
Province of Leyte
Municipality of Palompon

Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We are hereby request the publication of the following vacant positions, which are authorized to be filled, at the LGU-Palompon in the CSC website:


ROSETTE B. PAJARON-POGOY
KRM

Date: _____

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	INTERNAL AUDITOR	9	15	25,951.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant training	Career service (Professional)/ Second level	Identifies and negotiates directions with stakeholders with the intent of prioritising, sequencing, and scheduling goals based on cascaded strategies of the organization.	MUN. MAYOR'S OFFICE
2	LABOR AND EMPLOYMENT OFFICER I	188	11	17,641.00	Bachelor's degree	none required	none required	Career Service (Professional)	Monitors own progress on innovations introduced against targets, identifies cause of own performance gaps and modifies actions accordingly and considers urgent task and delivers results without delays	MUN. MAYOR'S OFFICE

3	RECORDS OFFICER I	3	10	16,348.00	Bachelor's degree	none required	none required	Career Service (Professional)	Keeps updated with current records management technology and practices to continuously improve existing systems and practices for efficiency and effectiveness in records management functions	MUN. MAYOR'S OFFICE
4	HUMAN RESOURCE MANAGEMENT OFFICER I	186	11	17,641.00	Bachelor's degree	none required	none required	Career Service (Professional)	SAcknowledges others' desire for development and creates a team atmosphere towards mutual improvement	MUN. ADMINISTRATOR'S OFFICE
5	LOCAL ECONOMIC AND INVESTMENT PROMOTION OFFICER	189	11	17,641.00	Bachelor's degree	none required	none required	Career Service (Professional)	. Modifies behaviour as appropriate to meet the expectations of the position and the situation	MUN. ADMINISTRATOR'S OFFICE
6	HUMAN RESOURCE MANAGEMENT AIDE	38	4	11,232.00	Completion of two years studies in college	4 hours o relevant training	1 year of relevant experience	Career Service (Sub-Professional)First Level Eligibility	Demonstrates professional competence and mastery of subject matter	MUN. ADMINISTRATOR'S OFFICE
7	ELECTRONICS AND COMMUNICATIONS TECHNICIAN I	57	6	12,620.00	Completion of two years studies in college or High School Graduate w/ relevant vocational/trade course	none required	none required	(MC 11, s. 96-Cat.III)	Works to overcome obstacles to completing tasks or assignments	MPDC

8	COMPUTER PROGRAMMER II	54	15	25,951.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)	Monitors own progress on innovations introduced against targets, identifies cause of own performance gaps and modifies actions accordingly and considers urgent task and delivers results without delays	MPDC
9	COMPUTER OPERATOR III	55	12	19,497.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Career Service (SubProfessional)	Reviews own work and of others for quality	MPDC
10	ADMIN. ASSISTANT I (COMPUTER OPERATOR I)	56	7	13,377.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	none required	none required	Career Service (SubProfessional)	Applies knowledge of records management software applications and their use	MPDC
11	REGISTRATION OFFICER I	59	10	16,348.00	Bachelor's degree	none required	none required	Career Service (Professional)	Demonstrates responsibility and accountability even for urgent work and delivers it promptly	MUN. CIVIL REGISTRAR

12	MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (MUNICIPAL BUDGET OFFICER I)	62	24	70,895.00	Bachelor's degree preferably in Accounting, Economics, Public Administration or any other related course	3 years experience in government budgeting or any related field	none required	First grade or its equivalent	Sets conditions for engagement in all change processes, to facilitate buy in, secure commitment and sense of ownership for the change agenda opposition, resistance or setbacks effectively	MUN. BUDGET OFFICE
13	BUDGET OFFICER I	63	11	17,641.00	Bachelor's degree relevant to the job	none required	none required	Career Service (Professional)	Modifies behaviour as appropriate to meet the expectations of the position and the situation	MUN. BUDGET OFFICE
14	MGDH I (MUN. ACCOUNTANT I)	65	24	70,895.00	Bachelor's Degree in Commerce/Business Administration major in Accounting	none	3 years experience in the treasury or accounting service	RA 1080	Makes decisions that allocate limited resources (time, people and budget) to meet program delivery and/or policy objectives	MUN. ACCOUNTNG OFFICE
15	ADMIN. AIDE VI (CLERK III)	68	6	12,620.00	Completion of 2 years studies in colleg	none required	none required	Career Service (SubProfessional)	Maintains personnel records in a methodical and organised manner using own initiative to facilitate easy retrieval	MUN. ACCOUNTNG OFFICE
16	ADMIN. AIDE IV	69	4	11,232.00	Completion of two years studies in college	none required	none required	Career service (Subprofessional)	Works to overcome obstacles to completing tasks or assignments	MUN. ACCOUNTNG OFFICE
17	ASSISTANT MUN. TREASURER	73	22	55,521.00	Bachelor's degree	16 hours of relevant training	3 years of relevant training	Career Service (Professional)	Meets the urgency of task and delivers quick service despite pressure	MUN. TREASURER'S OFFICE

18	REVENUE COLLECTION CLERK II	76	7	13,377.00	Completion of two years studies in college	none required	none required	Career Service (SubProfessional)	Demonstrates professional competence and mastery of subject matter	MUN. TREASURER'S OFFICE
19	REVENUE COLLECTION CLERK I	80	5	11,906.00	Completion of two years studies in college	none required	none required	Career Service (SubProfessional)	Meets commitments, observes deadlines and achieves desired results	MUN. TREASURER'S OFFICE
20	REVENUE COLLECTION CLERK I	81	5	11,906.00	Completion of two years studies in college	none required	none required	Career Service (SubProfessional)	Meets commitments, observes deadlines and achieves desired results	MUN. TREASURER'S OFFICE
21	LICENSE INSPECTOR II	83	8	14,244.00	Completion of two years studies in college	4 hours o relevant training	1 year of relevant experience	Career Service (Subprofessional)	Meets commitments, observes deadlines and achieves desired results	MUN. TREASURER'S OFFICE
22	MGDH I (MUN. ASSESSOR I)	84	24	70,895.00	Bachelor's Degree preferably in Civil or Mechanical Engineering, Commerce, or any other related course	none	3 years experience in real property assessment work or in any related field	First grade or its equivalent	Sets conditions for engagement in all change processes, to facilitate buy in, secure commitment and sense of ownership for the change agenda opposition, resistance or setbacks effectively	MUN. ASSESSOR'S OFFICE
23	ASSESSMENT CLERK I	88	4	11,232.00	Completion of two years studies in college	none required	none required	Career service (Subprofessional)	Checks accuracy of the details of all transactions and record keeping	MUN. ASSESSOR'S OFFICE
24	LOCAL ASSESSMENT OPERATIONS OFFICER I	86	11	17,641.00	Bachelor's degree	none required	none required	Career Service (Professional)	Demonstrates responsibility and accountability even for urgent work and delivers it promptly	MUN. ASSESSOR'S OFFICE

25	SUPPLY OFFICER I	91	10	16,348.00	Bachelor's degree	none required	none required	Career Service (Professional)	Dedicates required time and energy to assignments or tasks to ensure that no aspect of the work is neglected	GENERAL SERVICES
26	ADMINISTRATIVE AIDE IV (STOREKEEPER I)	93	4	11,232.00	Elementary School Graduate	None required	None required	None required (MC 11, s. 96-Cast. III)	Validates reliability and accuracy of data and information gathered	GENERAL SERVICES
27	ADMINISTRATIVE AIDE III (LABORER II)	95	3	10,596.00	Must be able to read and write	None required	None required	None required	Shows sense of urgency in attending to customer needs	GENERAL SERVICES
28	DENTIST I	100	13	25,232.00	Doctor of Dental Medicine.Dental Surgery	none required	none required	RA 1080	Engages in conversation with others to show concern sincerely	RHU
29	MIDWIFE II	109	11	20,754.00	Completion of the Midwifery Course	4 hours of relevant training	1 year relevant experince	RA 1080	Makes oneself available to provide timely, accurate and courteous information to stakeholders and effectively uses diplomacy in addressing stakeholder's complaints	RHU
30	MIDWIFE I	194	9	17,975.00	Completion of the Midwifery Course	None required	None required	RA 1080	Makes oneself available to provide timely, accurate and courteous information to stakeholders and effectively uses diplomacy in addressing stakeholder's complaints	RHU

31	MGDH I (MUN. SOCIAL WELFARE AND DEVELOPMENT OFFICER I)	190	24	70,895.00	Bachelor's Degree in Social Work or Bachelor's degree preferably in Sociology or any related course	none	3 years experience in the practice of social work	First grade or its equivalent	Collaborates with management teams to position the organization in seizing opportunities, minimising threats/risks and effectively meeting future demands and evolving needs of stakeholders and clients, stakeholders (buy in, commitment, sense of ownership; accept, support, contribute)	MSWD
32	ADMINISTRATIVE AIDE III (UTILITY WORKER II)	123	3	10,596.00	Must be able to read and write	None required	None required	None required	Works to overcome obstacles to completing tasks or assignments	MSWD
33	MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES I)	126	24	70,895.00	Bachelor's Degree in Environment, Forestry, Agriculture or any related course	none	3 years experience in environment and natural resources management, conservation and utilization	First grade or its equivalent	Collaborates with management teams to position the organization in seizing opportunities, minimising threats/risks and effectively meeting future demands and evolving needs of stakeholders and clients, stakeholders (buy in, commitment, sense of ownership; accept, support, contribute)	MEETO

34	TOURISM OPERATIONS OFFICER II	127	15	25,951.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)	Makes oneself available to provide timely, accurate and courteous information to stakeholders and effectively uses diplomacy in addressing stakeholder's complaints	MEETO
35	TOURISM OPERATIONS OFFICER I	128	11	17,641.00	Bachelor's degree in tourism, business, law, economics, marketing, public administration or other related fields	none required	none required	Career Service (Professional)	Demonstrates responsibility and accountability even for urgent work and delivers it promptly	MEETO
36	ENVIRONMENTAL MANAGEMENT SPECIALIST I	129	11	17,641.00	Bachelor's degree relevant to the job	none required	none required	Career service (Professional)/ Second level	Monitors own progress on innovations introduced against targets, identifies cause of own performance gaps and modifies actions accordingly and considers urgent task and delivers results without delays	MEETO
37	PARK MAINTENANCE GENERAL FOREMAN	131	10	16,348.00	High School Graduate	8 hours of relevant training	2 years of relevant experience	None required	Exerts additional effort in providing excellent customer service by consistently exceeding expectation established in the service level	MEETO

38	SECURITY GUARD I	133	3	10,596.00	High School Graduate	None required	1 year of relevant experience	Security Guard License	Deals with people by being pleasant and friendly to both internal and external clients	MEETO
39	ADMINISTRATIVE AIDE III (CLERK I)	137	3	10,596.00	Completion of two years studies in college	None required	1 year of relevant experience	Career Service (Subprofessional)	Quickly retrieves employees' records upon request and willingly and immediately responds to clients	MEETO
40	MGDH I (MUN. AGRICULTURIST I)	138	24	70,895.00	Bachelor's Degree in Agriculture or any related course	none	3 years acquired experience in agriculture or in a related field	First grade or its equivalent	Negotiates the provision of resources within the organization and with relevant bodies by identifying and exploring potential sources of additional resources advisor	MUN. AGRICULTURE'S OFFICE
41	AGRICULTURAL TECHNOLOGIST	143	10	16,348.00	Bachelor's degree relevant to the job	none required	none required	Career service (Professional)/ Second level	Explores more effective work processes or methods in own work and adjusts accordingly in order to get the job done quickly and effectively	MUN. AGRICULTURE'S OFFICE
42	ADMINISTRATIVE AIDE III (CLERK I)	144	3	10,596.00	Completion of two years studies in college	None required	1 year of relevant experience	Career Service (Subprofessional)	Quickly retrieves employees' records upon request and willingly and immediately responds to clients	MUN. AGRICULTURE'S OFFICE

43	FARM WORKER I	145	2	9,997.00	Elementary School Graduate	None required	1 year of relevant experience	None required	Works to overcome obstacles to completing tasks or assignments	MUN. AGRICULTURE'S OFFICE
44	MOTORPOOL SUPERVISOR II	148	9	15,279.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant training	Career service (Subprofessional)	Decides on simple queries/ concerns within jurisdiction	MUN. ENGINEERING OFFICE
45	DRAFTSMAN I	150	6	12,620.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	none required	none required	Career Service (SubProfessional)	Demonstrates professional competence and mastery of subject matter	MUN. ENGINEERING OFFICE
46	ADMINISTRATIVE AIDE III (DRIVER I)	154	3	10,596.00	Elementary School Graduate	None required	1 year of relevant experience	Driver License	Works to overcome obstacles to completing tasks or assignments	MUN. ENGINEERING OFFICE
47	ADMIN. OFFICER I (CASHIER I)	157	10	16,348.00	Bachelor's degree	none required	none required	Career Service (Professional)	Maintains focus when faced with competing circumstances	WASH
48	ADMIN AIDE VI	158	6	12,620.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	none required	none required	Career Service (SubProfessional)	Meets commitments, observes deadlines and achieves desired results	WASH
49	METER READER I	161	4	11,232.00	High School Graduate	None required	1 year of relevant experience	None required	Responds to employee/client inquiries	WASH

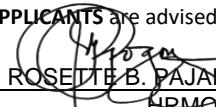
50	METER READER I	162	4	11,232.00	High School Graduate	None required	1 year of relevant experience	None required	Responds to employee/client inquiries	WASH
51	ADMIN AIDE III (CLERK I)	164	3	10,596.00	Completion of two years studies in college	None required	1 year of relevant experience	Career Service (Subprofessional)	Quickly retrieves employees' records upon request and willingly and immediately responds to clients	WASH
52	PIPEFITTER I	165	3	10,596.00	Elementary School Graduate	None required	1 year of relevant experience	Pipefitter or Plumber	Responds to employee/client inquiries	WASH
53	CONSTRUCTION & MAINTENANCE MAN	167	2	9,997.00	Elementary School Graduate	None required	1 year of relevant experience	None required	Tries new approaches/methods to improve performance	WASH
54	CONSTRUCTION & MAINTENANCE MAN	168	2	9,997.00	Elementary School Graduate	None required	1 year of relevant experience	None required	Tries new approaches/methods to improve performance	WASH
55	CONSTRUCTION & MAINTENANCE MAN	169	2	9,997.00	Elementary School Graduate	None required	1 year of relevant experience	None required	Tries new approaches/methods to improve performance	WASH
56	LABORER I	170	1	9,408.00	Must be able to read and write	None required	None required	None required	Follows standard operating procedure even in difficult situation	WASH
57	ADMIN AIDE I	171	1	9,408.00	Must be able to read and write	None required	None required	None required	Meets commitments, observes deadlines and achieves desired results	WASH

58	MARKET SUPERVISOR I	173	10	16,348.00	Bachelor's degree	none required	none required	Career service (Professional)/ Second level	Monitors own progress on innovations introduced against targets, identifies cause of own performance gaps and modifies actions accordingly and considers urgent task and delivers results without delays	PUBLIC MARKET
59	PARK MAINTENANCE GENRAL FOREMAN	176	10	16,348.00	High School Graduate	8 hours of relevant training	2 years of relevant experience	None required	Exerts additional effort in providing excellent customer service by consistently exceeding expectation established in the service level	TDA'S
60	PARK MAINTENANCE GENRAL FOREMAN	177	10	16,348.00	High School Graduate	8 hours of relevant training	2 years of relevant experience	None required	Exerts additional effort in providing excellent customer service by consistently exceeding expectation established in the service level	TDA'S
61	TOURISM RECEPTIONIST I	178	8	14,244.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (SubProfessional)	Demonstrates courtesy, professionalism and sense of urgency in attending to customer's needs, queries, concerns and other requirements	TDA'S

We encourage interested and qualified applicants regardless of gender, civil status, disability, ethnicity, religion and political affiliation to signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than March 14, 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;
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:



ROSETTE B. PAJARON-POGOY

HRMO

Rizal St., Palompon, Leyte

lgupalompon@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.