


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:


ROSETTE B. PAJARON-POGOY
HRMO
Date: 04/28/2022

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	Municipal Government Department Head I (MPDO I)	48	24	70,895.00	Bachelor's degree preferably in Urban Planning, Development Studies, Economics, Public Administration or any related course.	None	3 years experience in government planning or in any related field.	RA 1080 (Environmental Planner)	N/A	Mun. Planning and Development Office
2	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) Second Level Eligibility	N/A	Mun. Planning and Development Office
3	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) Data Encoder (MC 11, s.96-Cat. I) First Level Eligibility	N/A	Mun. Planning and Development Office
4	Electronics and Communications Technician I	57	6	12,620.00	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course.	None required	None required	None required (MC 11, s.96-Cat. I)	N/A	Mun. Planning and Development Office
5	Registration Officer I	59	10	16,348.00	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Mun. Civil Registrar
6	Budget Officer I	63	11	17,641.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Mun. Budget Office

7	Administrative Aide VI (Clerk III)	68	6	12,620.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	Mun. Accounting Office
8	Administrative Aide IV	69	4	11,232.00	Completion of two years studies in college	none required	none required	Career service (Subprofessional)	N/A	Mun. Accounting Office
9	Assistant Municipal Treasurer	73	22	55,521.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional)	N/A	Mun. Treasurer Office
10	Revenue Collection Clerk II	76	7	13,377.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	Mun. Treasurer Office
11	Revenue Collection Clerk II	77	7	13,377.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	Mun. Treasurer Office
12	Revenue Collection Clerk I	81	5	11,906.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	Mun. Treasurer Office
13	License Inspector II	83	8	14,244.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	Mun. Treasurer Office
14	Local Assessment Operations Officer I	86	11	17,641.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Mun. Assessor Office
15	Assessment Clerk I	88	4	11,232.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	Mun. Assessor Office
16	Administrative Aide III (Driver I)	90	3	10,596.00	Elementary School Graduate	None required	None required	Driver's License (MC 11 s.96-Cat II)	N/A	Mun. Assessor Office
17	Supply Officer I	91	10	16,348.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	General Services
18	Administrative Aide IV (Storekeeper I)	93	4	11,232.00	Elementary School Graduate	None required	None required	None required (MC 11, s.96-Cat. III)	N/A	General Services
19	Dentist I	100	13	25,232.00	Doctor of Dental Medicine or Dental Surgery	None required	None required	RA1080	N/A	Mun. Health Office
20	Midwife III	106	13	25,232.00	Completion of Midwifery Course	8 hours of relevant training	2 years relevant experience	RA1080	N/A	Mun. Health Office
21	Midwife II	109	11	20,754.00	Completion of Midwifery Course	4 hours of relevant training	1 years relevant experience	RA1080	N/A	Mun. Health Office

22	Social Welfare Officer I	119	11	17,641.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Mun. Social Welfare Development Office
23	Municipal Government Department Head I (Municipal Environment & Natural Resources)	126	24	70,895.00	Bachelor's degree in Environment, Forestry, Agriculture or any related course	None	3 years experience in environmental and natural resources management, conversation and utilization	First grade or its equivalent	N/A	Mun. Environment Eco-Tourism Office
24	Tourism Operations Officer II	127	15	25,951.00	Bachelor's degree in tourism, business, law, economics, marketing, public administration or other related fields.	4 hours of relevant training on tourism	1 year of work experience and involvement in the tourism industry either in the private sector or the government	Career Service (Professional) Second Level Eligibility	N/A	Mun. Environment Eco-Tourism Office
25	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) Second Level Eligibility	N/A	Mun. Environment Eco-Tourism Office
26	Forest Ranger	132	4	11,232.00	High School Graduate	None required	None required	None required (MC 11, s.96-Cat. III)	N/A	Mun. Environment Eco-Tourism Office
27	Security Guard I	136	3	10,596.00	High School Graduate	None required	None required	Security Guard License (MC 11, s.96-Cat. II)	N/A	Mun. Environment Eco-Tourism Office
28	Administrative Aide III (Clerk I)	137	3	10,596.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	Mun. Environment Eco-Tourism Office
29	Municipal Government Department Head I (Municipal Agriculturist I)	138	24	70,895.00	Bachelor's degree in Agriculture or any related course	None	3 years acquired experience in agriculture in a related field	First grade or its equivalent	N/A	Mun. Agriculturist's Office
30	Municipal Agricultural Officer	139	20	43,482.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Mun. Agriculturist's Office
31	Agricultural Technologist	140	10	16,348.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Mun. Agriculturist's Office
32	Agricultural Technologist	142	10	16,348.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Mun. Agriculturist's Office
33	Agricultural Technologist	143	10	16,348.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Mun. Agriculturist's Office


34	Administrative Aide III (Clerk I)	144	3	10,596.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	Mun. Agriculturist's Office
35	Municipal Government Department Head I (Municipal Engineer I)	146	24	70,895.00	Bachelor's degree in Civil Engineering	None	3 years experience in the practice of engineering	RA1080	N/A	Mun. Engineer's Office
36	Motorpool Supervisor II	148	9	15,279.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	Mun. Engineer's Office
37	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) Draftsman or Illustrator (MC 11, s.96-Cat. I) First Level Eligibility	N/A	Mun. Engineer's Office
38	Administrative Officer I (Cashier I)	157	10	16,348.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	WASH
39	Administrative 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)	N/A	WASH
40	Meter Reader I	160	4	11,232.00	High School Graduate	None required	None required	None required (MC 11, s.96-Cat. III)	N/A	WASH
41	Meter Reader I	162	4	11,232.00	High School Graduate	None required	None required	None required (MC 11, s.96-Cat. III)	N/A	WASH
42	Administrative Aide III (Clerk I)	164	3	10,596.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional)	N/A	WASH
43	Pipefitter I	165	3	10,596.00	Elementary School Graduate	None required	None required	Pipefitter or Plumber (MC 11, s. 96 - Cat. I)	N/A	WASH

44	Market Supervisor I	173	10	16,348.00	Bachelor's degree	none required	none required	Career service (Professional) Second Level Eligibility	N/A	PUBLIC MARKET
45	Park Maintenance General Foreman	177	10	16,348.00	High School Graduate	8 hours of relevant training	2 years of relevant experience	None required (MC 11, s.96-Cat. III)	N/A	Tourism Destination Area
46	Tourism Receptionist I	178	8	14,244.00	Completion of two years studies in college	4 hours of relevant training on tourism	1 year of relevant experience in the tourism industry either in the private sector or the government	Career Service (Sub-Professional) First Level Eligibility	N/A	Tourism Destination Area
47	Administrative Aide II (Messenger)	185	2	9,997.00	Elementary School Graduate	None required	None required	None required	N/A	Mun. Administrator Office
48	Human Resource Management Officer I (HRMO I)	186	11	17,641.00	Bachelor's degree	None required	None required	Career service (Professional) Second Level Eligibility	N/A	Mun. Administrator Office
49	Labor and Employment Officer I	188	11	17,641.00	Bachelor's degree	None required	None required	Career service (Professional) Second Level Eligibility	N/A	Mayor's Office
50	Municipal Social Welfare and Development Officer I (MGDH 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	N/A	Mun. Social Welfare Development Office
51	Midwife I	194	9	17,975.00	Completion of Midwifery Course	None required	None required	RA1080	N/A	Mun. 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 May 13, 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.

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


ROSETTE B. PALARON-POGOY
 HRMO
 Rizal St., Talompon, Leyte
lgupalompon@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.