

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: August 12, 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	Security Guard I	133	3	12,006.00	High School Graduate	None Required	None Required	Security Guard License (MC 11, s.-Cat.II)	N/A	Office of the Municipal Environment and Natural Resources
2	Watchman I	179	2	11,309.00	Elementary School Graduate	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)	N/A	Office of the Tourism Destination Areas
3	Park Maintenance General Foreman	130	10	18,862.00	High School Graduate	8 Hours of Relevant Training	2 Years of Relevant Experience	None Required (MC 11, s. 96 - Cat. III)	N/A	Office of the Municipal Environment and Natural Resources
4	Administrative Aide III (Driver I)	153	3	12,006.00	Elementary School Graduate	None Required	None Required	Driver License (MC 11, s. 96 - Cat. II)	N/A	Office of the Municipal Engineer
5	Revenue Collection Clerk II	82	9	17,342.00	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	Office of the Municipal Treasurer
6	Administrative Aide III (Laborer II)	95	3	12,006.00	Must Be Able to Read and Write	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)	N/A	Office of General Services
7	Construction and Maintenance Man	167	2	11,309.00	Elementary School Graduate	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)	N/A	Office of the Water Administration and Services of Hinablayan
8	Construction and Maintenance Man	169	2	11,309.00	Elementary School Graduate	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)	N/A	Office of the Water Administration and Services of Hinablayan
9	Administrative Aide III (Utility Worker II)	175	3	12,006.00	Must Be Able to Read and Write	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)	N/A	Slaughterhouse Section
10	Human Resource Management Aide	38	4	12,774.00	Completion of Two Years Studies in College	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	Human Resource Management Section
11	Administrative Aide III (Utility Worker II)	123	3	12,006.00	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 Social Welfare and Development Office
12	Farm Worker I	145	2	11,309.00	Elementary School Graduate	None Required	None Required	None Required	N/A	Office of the Municipal Agriculture


13	Construction and Maintenance General Foreman	156	11	21,623.00	High School Graduate	8 Hours of Relevant Training	2 Years of Relevant Experience	None Required (MC 11, s. 96 - Cat. III)	N/A	Office of the Water Administration and Services of Hinablayan
14	Meter Reader II	159	6	14,345.00	High School Graduate	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)	N/A	Office of the Water Administration and Services of Hinablayan
15	Meter Reader I	161	4	12,744.00	High School Graduate	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)	N/A	Office of the Water Administration and Services of Hinablayan
16	Construction and Maintenance Man	168	2	11,309.00	Elementary School Graduate	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)	N/A	Office of the Water Administration and Services of Hinablayan
17	Project Development Officer I	50	11	21,623.00	Bachelor's Degree Relevant to the Job	None Required	None Required	Career Service (Professional) Second Level Eligibility	N/A	Office of the Municipal Planning and Development Coordinator

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 27, 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.

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

hrmolgupalompon@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.