

Republic of the Philippines
MGO SAN JUAN (CABALLAN), SOUTHERN 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 SAN JUAN (CABALLAN), SOUTHERN LEYTE in the CSC website:

Date:

February 7, 2023


SHELLAM BUCTOT
HRMG

No.	Position Title, (Parentetical 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	Meat Inspector I	7	6	11,814.00	Completion of two years in college	None required	None required	Career Service (Subprofessional), First Level Eligibility	N.A.	Office of the Municipal Mayor
2	Local DRRM Assistant	16	8	13,299.00	Completion of two years in college	4 hours of relevant training	1 year of relevant experience on DRRM	Career Service (Subprofessional), First Level Eligibility	N.A.	Office of the Municipal Mayor
3	Local DRRM Assistant	16B	8	13,299.00	Completion of two years in college	4 hours of relevant training	1 year of relevant experience on DRRM	Career Service (Subprofessional), First Level Eligibility	N.A.	Office of the Municipal Mayor
4	Municipal Government Department Head I (Municipal Engineer)	17	24	61,887.00	Bachelor's degree in Civil Engineering	None	3 years experience in the practice of engineering	RA 1080 (Civil Engineer)	N.A.	Office of the Municipal Engineer
5	Social Welfare Officer I	46	11	17,807.00	Bachelor's degree in Social Work	None required	None required	RA 1080 (Social Worker)	N.A.	Municipal Social Welfare and Development

6	Municipal Government Department Head I (Internal Auditor V)	50	24	61,887.00	Master's Degree	24 hrs of training in management and supervision	4 year's in position/s involving management and supervision	Career Service (Professional), Second Level Eligibility	N.A.	Office of the Municipal Internal Audit Service
7	Nurse I	56	15	24,568.00	Bachelor of Science in Nursing	None required	None required	RA 1080 (Nurse)	N.A.	Municipal Health Office
8	Engineer I (Agricultural and Biosystems Engineer)	57	12	19,326.00	Bachelor's degree in Agricultural Engineering or Agricultural and Biosystems Engineering	None required	None required	RA 10915 (ABE)	N.A.	Office of the Municipal Mayor
9	Labor and Employment Officer I	58	11	17,807.00	Bachelor's degree preferably in any of the following: Operations Management (OM); Human Resource Management (HRM); Human Resource Development (HRD); and/or allied fields	None required	None required	Career Service (Professional), Second Level Eligibility	N.A.	Office of the Municipal Mayor

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 February 28, 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:

SHEILA M. BUCTOT

HRMO II

San Juan, Southern Leyte

hrfgusanjuan@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.