


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


SHEILA M. BUCTOT
HRMO

Date: December 21, 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	Municipal Government Department Head (Municipal Engineer I)	17	24	63,055.00	Bachelor's degree in Civil Engineering	3 years experience in the practice of engineering	None required	RA 1080 (Civil Engineer)	N.A.	Municipal Engineering Office
2	Municipal Government Department Head (Municipal Budget Officer I)	24	24	63,055.00	Bachelor's degree preferably in Accounting, Economics, Public Administration or any related course	None	3 years experience in government budgeting or in any related field	First grade or its equivalent	N.A.	Municipal Budget Office
3	Municipal Government Department Head (Internal Auditor V)	50	24	63,055.00	Master's Degree	24 hours 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
4	Nurse I	56	15	36,619.00	Bachelor of Science in Nursing	None required	None required	RA 1080 (Nurse)	N.A.	Municipal Health Office

5	Engineer I (Agricultural and Biosystems Engineer)	57	12	20,416.00	Bachelor's degree in Agricultural Engineering or Agricultural and Biosystems Engineering	None required	None required	RA 1080 (ABE)	N.A.	Office of the Mayor
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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 8, 2024.

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

hrlgusanjuan@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.