

Republic of the Philippines
Province of Leyte
MUNICIPALITY OF SAN MIGUEL
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of LGU - San Miguel, Leyte in the CSC website:

NORMAN D. SABDAO
Municipal Mayor

Date: January 6, 2021

No.	Position Title	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 (Municipal Planning & Development Coordinator)	35	24	62,555.00	Bachelors degree preferably in Urban Planning, Development Studies, Economics, Public Administration or any related course	None required	3 years experience in development planning or in any related field	R.A. 1080 (Environmental Planning)	NA	Office of the MPDC
2	Administrative Officer IV (HRMO II)	3-1	15	24,040.00	Bachelors Degree relevant to the job	4 hours relevant training	1 year relevant experience	Career Service Professional 2nd Level eligibility	NA	Human Resource Management Office

Interested and qualified applicants should signify their interest in writing. Attach the following to the application letter and send to the address below not later than February 15, 2021.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (LS Form No. 212, Revised 2017) which can be download at www.csc.gov.ph;
2. Performance rating in the present position for one (1) year (if applicable)
3. Photocopy of certificate of eligibility/rating/licence; and
4. Photocopy of Transcript of Records.

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

NORMAN D. SABDAO
Municipal Mayor
Real Street, Brgy. Iubtong, San Miguel, Leyte

APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED

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1	3 Administrative Aide I (Casual)	NA	1	8,633.00	Must be able to read and write	None required	None required	None required	NA	Mayor's Office
2	Municipal Government Department Head (Municipal Health Officer)	67	24	85,074.00	Doctor of Medicine	None required	3 years experience as Medical Practitioner	RA 1080	NA	Municipal Health Office
3	Private Secretary II	2	15	24,040.00	College Graduate	None required	None required	None required	NA	Mayor's Office

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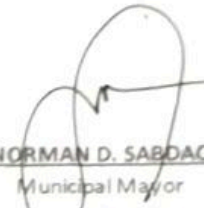
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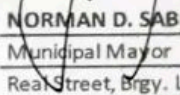
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1	Administrative Aide III (Clerk I)	51	3	9,764.00	Completion of two years studies in college	None required	None required	NA	NA	Office of the Municipal Treasurer
2	Coxwain I	13	3	9,764.00	Elementary Level Graduate	None required	None required	NA	NA	Office of the Municipal Mayor

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