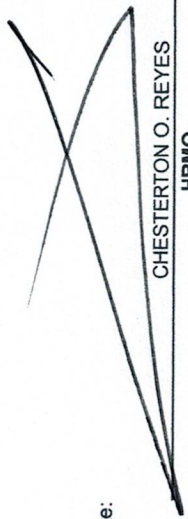


Republic of the Philippines  
**MGO SAN MIGUEL, LEYTE**  
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC FO must be in MS Excel format

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 MIGUEL, LEYTE in the CSC website:

  
CHESTERTON O. REYES  
HRMO

Date: January 16, 2024

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards			Experience	Eligibility	Competency (if applicable)	Place of Assignment
					Education	Training	Education				
1	Nurse III	68-1	17	43030	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	Relevant RA 1080		Office of the Municipal Health Officer	
2	Administrative Aide V (Plumber II)	15-9-1	5	12407	Elementary School Graduate	None Required	None Required	Plumber (MC No. 10, s 2013 Cat. II)		Office of the San Miguel Waterworks System	
3	Assessment Clerk II	15-4-1	6	13165	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		Office of the San Miguel Waterworks System	
4	Assessment Clerk II	52-1	6	13165	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		Office of the Municipal Assessor	
5	Administrative Officer II (Administrative Officer I)	15-2-1	11	20250	Bachelor's degree relevant to the job	None Required	None Required	CS Professional/ Second Level Eligibility		Office of the San Miguel Waterworks System	
6	Engineering Assistant	56-2	8	14808	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Office of the Municipal Engineer	
7	Local DRRM Assistant (Administrative and Training)	15-18	8	14808	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience on DRRM	Career Service (Subprofessional) First Level Eligibility		Office of the MDRRMO	
8	Agricultural Technologist	62	10	17382	Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology, and Veterinary Medicine	None Required	None Required	Relevant RA 1080		Office of the Municipal Agriculturist	
9	Agricultural Technologist	63	10	17382	Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology, and Veterinary Medicine	None Required	None Required	Relevant RA 1080		Office of the Municipal Agriculturist	



10	Senior Tourism Operations Officer	3-1	18	35044	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	Office of the Municipal Mayor
11	Administrative Assistant III (Mechanic III)	6-1	9	15908	High School Graduate or Completion of relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Mechanic (MCII-s. 96-Cat I)	Office of the Municipal Mayor
12	Administrative Aide III (Driver I)	8	3	11009	Elementary School Graduate	None Required	None Required	Prof. Driver License (MC 10, s. 2013-Cat. II)	Office of the Municipal Mayor
13	Local Revenue Collection Officer II	44-1	15	27464	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Office of the Municipal Treasurer
14	Administrative Assistant III (Senior Bookkeeper)	41-1	9	15908	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	Office of the Municipal Accountant
15	Administrative Aide V (Carpenter II)	57-1	5	12407	Elementary School Graduate	None Required	None Required	Carpenter (MC 10, 2013-Cat. II)	Office of the Municipal Engineer
16	Meter Reader I	15-6-1	4	11690	High School Graduate	None Required	None Required	None required (MC 11, s. 96-Cat. III)	Office of the San Miguel Waterworks System
17	Social Welfare Officer III	64-1	18	35044	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Relevant RA 1080	Office of the Municipal Social Welfare and Development
			xxxxx	NOTHING FOLLOWS xxxxx					

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 31, 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](http://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 sexual orientation, gender identity and expression (SOGIE).

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

**ATTY. NORMAN D. SABDAO**  
Municipal Mayor  
LGU-San Miguel, San Miguel, Leyte  
[mpdc:anmiguel23@gmail.com](mailto:mpdc:anmiguel23@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**