

Republic of the Philippines  
**MGO SAN MIGUEL, 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 MIGUEL, LEYTE in the CSC website:

  
JANE D. PALARES  
HRMO

Date: 2-May-23

No.	Position Title (Parenthetical Title, if applicable)	Planilla Item No.	Salary/ Job Pay Grade	Monthly Salary	Qualification Standards					Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility			
1	Municipal Government Department Head I (Municipal Budget Officer)	38	24	66,308	Bachelor's Degree preferably in Accounting, Economics, Public Administration or any related course	None required	3 Years experience in government budgeting or in any related field	First Grade or its equivalent	N/A	Office of the Municipal Budget Officer	
2	Municipal Government Department Head I (Municipal Assessor I)	52	24	66,308	Bachelor's Degree preferably in Civil or Mechanical Engineering, Commerce, or any related course	None required	3 Years experience in real property assessment work or in any related field	RA 1090 (Real Estate Service)	N/A	Office of the Municipal Assessor	
3	Licensing Officer II (BPLU)	15-22	15	26,323	Bachelor's Degree	4 Hours of relevant training	1 year of relevant experience	First Grade or its equivalent	N/A	Office of the Business Permit/Licensing and Regulatory Unit	
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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 May 17, 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](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 diverse sexual orientation, gender identity and expression (SOGIE).

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

JANE D. PALARES  
HRMO II  
LGU-San Miguel, Leyte  
[lpalares01@yahoo.com](mailto:lpalares01@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERAINED.