

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:

JUNUS G. AMBIDA
HRMO

Date: _____

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	Executive Assistant II	2-1	17	28848	College Graduate	None required	None required	None required	N/A	Office of the Municipal Mayor
2	Torism Operations Officer I	3-2	11	15566	Doctor's Degree in Tourism, Business, law, Economics, or any other related	None required	None required	Career Service(Professional)/2nd Level Eligibility	N/A	Office of the Municipal Mayor
3	Administrative Aide III (Driver I)	15-12	3	9764	Elementary school graduate	None required	None required	Relevant MC # 11, S.1996	N/A	Office of the Municipal Mayor
4	Municipal Government Department Head (Human Resource Management Officer V (HRMO))	15-27	24	63806	Masteral Degree	4 years position/s involving management & supervision	24 hours of training in management and supervision	Career Service (Professional)/Se cond Level Eligibility		Office of the HRMO
5	Municipal Government Department Head (Municipal Planning and Development Coordinator)	37	24	63806	Doctor's Degree preferably in urban Planning Development Studies in	None required	3 years experience in development planning or any related field	RA 1080 (Environmental Planning)		Office of the MPDC

6	Budgeting Assistant	38-1	8	13129	Completion of two years in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional)/First Level Eligibility	N/A	Office of the Municipal Budget Officer
7	Municipal Government Department Head I (Chief Environmental Management Specialist)	15-22	24	63806	Master's Degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/management learning and development intervention undertaken within the last 5 years	4 years of supervisory/management experience	Career Service (Professional) 2nd Level Eligibility		Office of the MENRO
8	Market Inspector I	50-1	6	11643	Completion of two-year studies in college	None required	None required	Career Service (Subprofessional)/First Level Eligibility	N/A	Office of the Municipal Treasurer
9	Administrative Aide III (Driver I)	15-12	3	9350	Elementary school graduate	None required	None required	Relevant MC # 11, S.1996	N/A	Office of the SMWS
10	Agricultural Technologist	62	10	15164	Bachelor's degree in Agriculture or other Allied courses, such as, Agricultural Engineering, Fishery Technology & Veterinary Medicine	None required	None required	RA 1080	N/A	Office of the Municipal Agriculturist

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 July 15, 2021.

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.

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

JULIUS G. AMBIDA

 HRMO I-Designate

 Real St., San Miguel, Leyte

jgusanmiguel_01@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.