

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:

JULIUS G. AMBIDA  
HRMO

Date: June 28, 2021

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment	
					Education	Training	Experience	Eligibility			
1	Tourism Operation Officer I	3-2	11	15585	Bachelor's Degree in Tourism, Business, Law, Economics, or any other related field	None required	None required	None required	Career Service(Professional)/2nd Level Eligibility	N/A	Office of the Municipal Mayor
2	Administrative Aide III (Utility Worker II)	11	3	9764	Must be able to read and write	None required	None required	None required	CSC MC 10, s.2013-Category II)	N/A	Office of the Municipal Mayor
3	Municipal Government Department Head I (Human Resource Management Officer- V (HRMO))	15-27	24	63806	Masteral Degree	24 hours of training in management and supervision	3 years positions involving management & supervision	3 years of relevant experience	Career Service (Professional)/Second Level Eligibility	N/A	Office of the HRMO
4	Budgeting Assistant	38-1	8	13129	Completion of two years in college	4 hours of relevant training	1 year of relevant experience	3 years of supervisory/management experience	Career Service (Subprofessional)/First Level Eligibility	N/A	Office of the Municipal Budget Officer
5	Municipal Government Department Head I (Chief Environmental Management Specialist)	15-22	24	63806	Masters 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	3 years of supervisory/management experience	3 years of supervisory/management experience	Career Service (Professional) 2nd Level Eligibility	N/A	Office of the MENRO
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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 July 13, 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](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.

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

JULIUS G. AMBIDA  
HRMO II-Designate  
MUNICIPAL GOVT. OF SAN MIGUEL  
[jusanmiguel\\_01@yahoo.com](mailto:jusanmiguel_01@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.