

Republic of the Philippines
MGO SANTA RITA, SAMAR (WESTERN)
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 SANTA RITA, SAMAR (WESTERN) in the CSC website:


RAUL G. AMORES
HRMO
Date: 1/26/2023

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	Administrative Aide VI (Clerk III)	3	SG - 6	13,502.00	Completion of (2) years Studies in College	None Required	None Required	Career Service Sub Professional/ First Level Eligibility	MS Word and Excel Operation	Mayor's Office
2	Municipal Agriculturist	8	SG - 24	70,728.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	40 hours of technical training and 80 hours shall be management training taken within the last five (5) years reckoned from the date of assessment	3 years experience in agriculture or in any related field	Relevant RA 1080	Managing performance and coaching for results, leading change, thinking strategically and creatively, and creating and nurturing a high performing organization.	MAO
3	Computer Maintenance Technologist III	4	SG - 17	33,206.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional Second Level Eligibility	Computer Software Management and Development	MPDC
4	Administrative Aide IV (Clerk II)	6	SG - 4	11,994.00	Completion of (2) years Studies in College or	None Required	None Required	Career Service Sub Professional/ First Level Eligibility	MS Word and Excel Operation	MEO
5	Administrative Officer II (Human Resource Management Officer I)	2	SG - 11	20,351.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional Second Level Eligibility	Not Applicable	HRMO
6	Local Disaster Risk Reduction Management Officer II	7	SG - 15	28,078.00	Bachelor's Degree relevant to the job	1 YEAR of relevant training	1 year of relevant experience	Career Service Professional Second Level Eligibility	Search and Rescue Operation	LDRRMO
7	Municipal Treasurer	1	SG - 24	70,728.00	Bachelor's Degree preferably in Commerce, Public Administration or Law	None Required	3 Years in Treasury or Accounting service	Career Service Sub Professional/ First Level Eligibility or its equivalent	Managing performance and coaching for results, leading change, thinking strategically and creatively, and creating and nurturing a high performing organization.	MTO
8	Miwife II	5	SG - 11	25,439.00	Completion of midwifery Course	None Required	None Required	RA 1080 Board of Midwifery	Not Applicable	MHO
9	Miwife II	7	SG - 11	25,439.00	Completion of midwifery Course	None Required	None Required	RA 1080 Board of Midwifery	Not Applicable	MHO
10	Municipal Health Officer	1	SG - 24	88,410.00	Doctor of Medicine	24 hours of training in management and supervision	3 years as medical practitioner	RA 1080 Board of Medicine	Managing performance and coaching for results, leading change, thinking strategically and creatively, and creating and nurturing a high performing organization.	MHO

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 February 10, 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;
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. The Local Government Unit of Santa Rita promotes 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 member of 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:

RAUL G. AMORES

MGDH/HRMO

STA. RITA, SAMAR

hrmo.lgusarita@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.