

Republic of the Philippines
MGO SOGOD, SOUTHERN 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 SOGOD, SOUTHERN LEYTE in the CSC website:

JOSEPHINE T. TERANTE
HRMO
Date: February 08, 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 | Tourism Operations Officer II | 140 | 15 | 29,832.00 | Bachelor's degree in tourism, business, law, economics, marketing, public administration or other related fields | 4 hours of relevant training on tourism or DOT specific and mandatory trainings such as but not limited to the following: <ul style="list-style-type: none"> Tourism awareness and Capability Building Seminar for LGUs Seminar on Disaster Risk Reduction and Management Basic Tourism Statistics Training (BTST) Local Tourism Guidebook Orientation and Seminar on Gender and Development Orientation | 1 year of work experience and involvement in the tourism industry either in the private sector or the government | Career Service(Professional)Second Level Eligibility | N/A | Office of the Municipal Mayor |

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 23, 2023.

- 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;
- Performance rating in the last rating period (if applicable);
- Photocopy of certificate of eligibility/rating/license; and
- Photocopy of Transcript of Records;
- This office encourages all interested and qualified applicants and promotes equal opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, Person of disability (PWD), ethnicity, political affiliation, to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

JOSEPHINE T. TERANTE
HRMO-Designate
Zone-I, Sogod, Southern Leyte
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APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.