

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: April 18, 2022

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	MGDH I (Municipal Budget Officer)	37	24	73,731.00	Bachelor's degree preferably in Accounting, Economics, Public Administration or any related course	None	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	Licensing Officer I	126	11	20,295.00	Bachelor's degree	None required	None required	None required		Office of the Municipal Treasurer
3	Administrative Aide IV (Clerk II)	54	4	12,240.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		Office of the Municipal Treasurer
4	Disability Affairs Officer I	131	11	20,295.00	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility		Office of the Municipal Social Welfare & Development Officer
5	Youth Development Assistant II	132	8	15,513.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Office of the Municipal Social Welfare & Development Officer
6	Cooperatives Development Specialist I	134	11	20,295.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Subprofessional) First Level Eligibility		Office of the Municipal Agriculturist
7	Local Disaster Risk Reduction & Management Officer III	103	18	37,129.00	Bachelor's Degree	8 hours of relevant training on DRRM	2 years of relevant experience on DRRM	Career Service (Professional) Second Level Eligibility		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 May 3, 2022.

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:

**JOSEPHINE T. TERANTE**  
HRMO-Designate  
Zone-I, Sogod, Southern Leyte  
[sogodlgu2021@gmail.com](mailto:sogodlgu2021@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**