

Republic of the Philippines
MGO SANTA FE, 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 SANTA FE, LEYTE in the CSC website:


NIRESSA AMOR G. LAGO
HRMO II

Date: June 13, 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	Administrative Aide I (Utility Worker I)	New - 9	1	8762	Must be able to read and write	None required	None required	None required	NA	LGU - Santa Fe, Leyte
2	Municipal Government Department Head I (Municipal Social Welfare and Development Officer)	10	24	61887	Masteral Degree with Bachelor's degree in social work	24 hours of training in management and supervision	4 years in position/s involving management and supervision	R.A. 1080 (Social Worker)	NA	Municipal Social Welfare Development Office
3	Planning Officer I	New - 28	11	17807	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	NA	Municipal Planning & Development Office
4	Municipal Government Department Head I (Municipal Civil Registrar)	30	24	61887	Bachelor's degree	None	3 years experience in civil registry work	First grade or its equivalent	NA	MCRO
5	Administrative Aide VI (Clerk III)	31	6	11814	Completion of two years studies in college	None required	None required	Career Service (Sub-professional) / First Level Eligibility	NA	MCRO
6	Municipal Government Department Head I (Municipal Budget Officer)	32	24	61887	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	NA	Municipal Budget Office
7	Medical Technologist I	NEW - 48	11	25439	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	None required	None	R.A. 1080 (Medical Technologist)	N/A	Municipal Health Office
8	Midwife II	New - 51	11	25439	Completion of Midwifery Course	4 hours of relevant training	2 years of relevant experience	R.A. 1080 (Midwife)	N/A	Municipal Health Office
9	Municipal Government Department Head I (Municipal Agriculturist)	54	24	61887	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None	3 years acquired experience in agriculture or in any related field	Relevant RA 1080	N/A	Municipal Agriculture Office
10	Agriculturist II	NEW - 55	15	24568	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	4 hours of relevant training	1 year of relevant experience	Relevant RA 1080	N/A	Municipal Agriculture Office

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 June 28, 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;
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. This office highly encourages all interested and qualified applicants and promotes equal employment 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 members of the indigenous communities and those orientation, gender identity expression with diverse sexual (SOGIE).

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

NIRESSA AMOR G. LAGO
HRMO II
LGU - STA. FE, LEYTE
hrmo.stafe@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.