

Republic of the Philippines  
**MGO TANAUAN, 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 TANAUAN, LEYTE in the CSC website:

  
RAIDA P. BARANDA  
HRMO III

Date: 31-Dec-21

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	Human Resource Management Aide	009-99	4	12,240.00	Completion of two years studies in college	None Required	None Required	Carrer Service (Sub-Professional) First Level Eligibility		HR Section
2	Labor General Foreman	006-99	8	15,513.00	High School Graduate	4 hours of relevant training	1 year of relevant experience	None Required(MC 11,s.96-Cat III)		General Services Section
3	Heavy Equipment Operator II	034-20	6	13,770.00	High School Graduate or Completion of relevant vocational/trade course)	None Required	None Required	Heavy Equipment Operator (MC 11, s. 96-Cat. 1)		General Services Section
4	Storekeeper I	012-99	4	12,240.00	Elementary School Graduate	None Required	None Required	None Required(MC 11,s.96-Cat III)		General Services Section
5	Driver I	011-97	3	11,536.00	Elementary School Graduate	None Required	None Required	Driver License (MC 11,s.96-Cat II)		General Services Section
6	Driver I	018-99	3	11,536.00	Elementary School Graduate	None Required	None Required	Driver License (MC 11,s.96-Cat II)		General Services Section
7	Reproduction Machine Operator II	010-99	4	12,240.00	Elementary School Graduate	None Required	None Required	None Required(MC 11,s.96-Cat III)		General Services Section
8	Carpenter I	013-97	3	11,536.00	Elementary School Graduate	None Required	None Required	Carpenter (MC 11,s.96-Cat I)		General Services Section
9	Utility Worker I	029-97	1	10,229.00	Must be able to read & write	None Required	None Required	None Required(MC 11,s.96-Cat III)		General Services Section
10	Statistician Aide	504-99	4	12,240.00	Completion of two years studies in college	None Required	None Required	Carrer Service (Sub-Professional) First Level Eligibility		MPDC Office
11	Bookbinder I	604-99	2	10,872.00	Elementary School Graduate	None Required	None Required	None Required(MC 11,s.96-Cat III)		MCR Office
12	Bookbinder I	605-99	2	10,872.00	Elementary School Graduate	None Required	None Required	None Required(MC 11,s.96-Cat III)		MCR Office

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13	Cashier I	302-97	10	18,024.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		MT Office
14	Tax Mapping Aide	808-99	4	12,240.00	High School Graduate or Completion of relevant vocational/trade course	None Required	None Required	None Required(MC 11,s.96-Cat III)		Assessor's Office
15	Social Welfare Aide	909-99	4	12,240.00	High School Graduate	None Required	None Required	None Required(MC 11,s.96-Cat III)		MSWD Office
16	Utility Worker I	906-97	1	10,229.00	Must be able to read & write	None Required	None Required	None Required(MC 11,s.96-Cat III)		MSWD Office
17	Cooperative Development Specialist I	1102-97	11	20,295.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility		Agricultures Office
18	Utility Worker I	024-99	1	10,229.00	Must be able to read & write	None Required	None Required	None Required(MC 11,s.96-Cat III)		Cemetery
19	Park Attendant I	023-99	2	10,872.00	Must be able to read & write	None Required	None Required	None Required(MC 11,s.96-Cat III)		Cemetery
20	2 Utility Worker I	026-99 and 027-99	1	10,229.00	Must be able to read & write	None Required	None Required	None Required(MC 11,s.96-Cat III)		Slaughterhouse
21	Utility Worker I	019-97	1	10,229.00	Must be able to read & write	None Required	None Required	None Required(MC 11,s.96-Cat III)		Market
22	Utility Worker I	025-99	1	10,229.00	Must be able to read & write	None Required	None Required	None Required(MC 11,s.96-Cat III)		Market

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

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 January 19, 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
4. Photocopy of Transcript of Records.

**HON. PELAGIO R. TECSON JR.**

Municipal Mayor

Municipal Hall 888 Real Street Tanauan, Leyte

[tecsonpel@gmail.com](mailto:tecsonpel@gmail.com)

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