

Republic of the Philippines
MGO VILLABA, LETYTE
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 VILLABA, LETYTE in the CSC website:

Electronic copy to be submitted to the CSC FO must be in MS Excel format


MANUEL I. RUBILLOS JR.
MBOJ/KMO Designate
Date: September 2022

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards						
					Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment	
1	Meat Inspector-II	032	8	15,198.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	Office of the Municipal Mayor	
2	Municipal Government Department Head I (Local Disaster Risk Reduction and Management Officer)	149	24	70,728.00	Bachelor's Degree	24 hours of training in management and supervision on DRRM	4 years in position involving management and supervision, 1 year of which is revert to DRRM	Career Service Professional/ 2nd Level Eligibility	N/A	Local Disaster Risk Reduction and Management Office	
3	Municipal Government Assistant Department Head -I (Local Treasury Operations Officer-IV)	073	22	55,970.00	Bachelor's Degree	16 hours of relevant training	3 years of relevant experience	Career Service Professional/ 2nd Level Eligibility	N/A	Office of the Municipal Treasurer	

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 September 20, 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.

* 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 with diverse sexual orientation, gender identity and experience (SOGIE)*.

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

ENGR. CARLOS G. VELOSO
Municipal Mayor
LGU-VILLABA, LETYTE
carlosveloso65556@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.