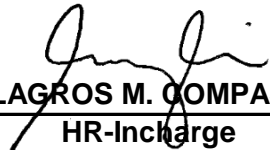


Republic of the Philippines  
**MGO PINTUYAN, SOUTHERN LEYTE**  
 Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the MGO PINTUYAN, SOUTHERN LEYTE in the CSC website:

  
**MILAGROS M. COMPASION**  
 HR-Incharge

Date: February 13, 2024

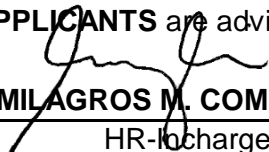
No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Labor and Employment Officer I	5	11	17,807.00	Bachelor's Degree preferably in any of the following: Operation Management (OM); Human Resource Management (HRM); Human Resource Development (HRD); and/or allied fields	None required	None required	Career Service (Professional), Second Level Eligibility	None	Mayor's Office
2	Local DRRM Assistant	7	8	13,299.00	Completion of two years studies in college	4 hours of relevant training on DRRM	1 year of relevant experience in DRRM	Career Service (Subprofessional), 1st Level Eligibility	None	Mayor's Office
3	Local DRRM Assistant	8	8	13,299.00	Completion of two years studies in college	4 hours of relevant training on DRRM	1 year of relevant experience in DRRM	Career Service (Subprofessional), 1st Level Eligibility	None	Mayor's Office
4	Administrative Aide I (Utility Worker I)	11	1	8,762.00	Must be able to read and write	None required	None required	None required (MC 11, s. 96-Cat III as	None	Mayor's Office

5	Licensing Officer I	29	11	17,807.00	Bachelor's Degree	None required	None required	Career Service (Professional),	None	Municipal Treasurer's
6	Administrative Aide I (Utility Worker I)	45	1	8,762.00	Must be able to read and write	None required	None required	None required (MC 11, s. 96-Cat III as	None	MPDC Office
7	Social Welfare Officer I	59	11	17,807.00	Bachelor's Degree in Social Work	None required	None required	RA 1080 (Social Worker) Civil	None	MSWD Office
8	Youth Development Assistant	63	5	11,136.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional), 1st Level Eligibility	None	MSWD Office
*****NOTHING FOLLOWS*****										

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 28, 2024

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at
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 and expression (SOGIE).

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

  
**MILAGROS M. COMPASION**  
 HR-in-charge  
 LGU Pintuyan, Southern Leyte  
[milamosot@yahoo.com](mailto:milamosot@yahoo.com)

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