

Republic of the Philippines
Province of Leyte
Municipality of Palompon

Request for Publication of Vacant Positions

To: **CIVIL SERVICE COMMISSION (CSC)**

We are hereby request the publication of the following vacant positions, which are authorized to be filled, at the LGU-Palompon in the CSC website:


ROSETTE B. PAJARON-POGOY
HRMO

Date: _____

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 applicable) (if applicable)	
1	MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (MUNICIPAL BUDGET OFFICER I)	62	24	70,895.00	Bachelor's degree preferably in Accounting, Economics, Public Administration or any other related course	none required	3 years experience in government budgeting or any related field	First grade or its equivalent	Sets conditions for engagement in all change processes, to facilitate buy in, secure commitment and sense of ownership for the change agenda opposition, resistance or setbacks effectively	MUN. BUDGET OFFICE

We encourage interested and qualified applicants regardless of gender, civil status, disability, ethnicity, religion and political affiliation to signify their interest in writing. Attach the

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.

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


ROSETTE B. PAJARON-POGOY

HRMO

Rizal St., Palompon, Leyte

lgupalompon@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.