

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: 26-Jan-24

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	Municipal Government Department Head I (Municipal Agriculturist I)	1101-97	24	76,566.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None Required	3 years acquired experience in agriculture or in a related field	Relevant RA 1080		Agriculture's Office
2	Social Welfare Officer III	907-99	18	39,716.00	Bachelor's degree in Social Work	8 hours of relevant training	2 years of relevant experience	RA 1080 Social Worker		MSWD Office
3	Environmental Management Specialist II	1301-20	15	31,126.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		MENRO
4	Board Secretary I	112-99	14	28,767	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		SB Office
5	Agricultural Technologist	1105-97	10	19,700.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries	None Required	None Required	Relevant RA 1080		Agriculture's Office
6	Disbursing Officer II	303-97	8	16,782.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) Second Level Eligibility		Treasurer's Office
7	Revenue Collection Clerk II	305-97	7	15,827.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		Treasurer's Office
8	Assessment Clerk II	802-99	6	14,920.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		Assessor's Office

9	Clerk III	203-97	6	14,920.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	Budget Office
10	Day Care Worker I	905-97	6	14,920.00	High School Graduate	None Required	None Required	None Required (MC 11, s.96 - Cat. III)	MSWD Office
11	Draftsman I	203-97	6	14,920.00	Completion of 2 years of studies in college; or High School Graduate with relevant vocational/trade	None Required	None Required	Career Service Subprofessional/ First Level Eligibility/Draftsman	MPDC Office
12	Revenue Collection Clerk I	311-97	5	14,062.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	Treasurer's Office
13	Revenue Collection Clerk I	312-97	5	14,062.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	Treasurer's Office
14	Accounting Clerk I	405-97	4	13,248.00	Completion of two years studies in college	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility	Accounting Office
15	Tax Mapping Aide	806-99	4	13,248.00	High School Graduate or Completion of relevant vocation/trade course	None Required	None Required	None Required (MC 11, s.96 - Cat. III)	Assessor's 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 February 09, 2024.

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 last rating period (if applicable);
3. Authenticated certificate of eligibility/rating/license (PRC); and
4. Position Description Form

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 gender, civil status, religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

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

**HON. MA. GINA E. MERILO**

Municipal Mayor

Municipal Hall 888 Real Street Tanauan, Leyte

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

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