

Republic of the Philippines
MGO HILONGOS, LEYTE
Request for Publication of Vacant Positions

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

To: CIVIL SERVICE COMMISSION (CSC)

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


JANE FRANCIS V. LOBEDICA
SÃO (HRMO IV)
Date: November 22, 2023

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 Social Welfare and Development Officer I)	96	24	76,566.00	Masteral Degree with Bachelor's degree in Social Work	24 hours of training in management and supervision	4 years in position involving management and supervision	R.A. 1080 (Social Worker)	Level 4 - Superior CORE 1: Analytical Thinking CORE 2: Managing Resources CORE 3: Flexible Thinking Organizational 1: Organizational Alignment Organizational 2: Organizational Knowledge Organizational 3: Developing Talent Leadership 1: Strategic Thinking	Municipal Social Welfare and Development Office	
2	Administrative Aide IV (Bookbinder II)	230	4	13,248.00	Elementary School Graduate	None required	None required	None required (MC 11, s. 96- Cat III)	Level 1 - Basic CORE 1: Analytical Thinking CORE 2: Managing Resources CORE 3: Flexible Thinking Organizational 1: Drafting Skills Organizational 2: Client Focus Organizational 3: Diplomatic Sensitivity	Office of the Municipal Mayor	

3	Administrative Aide III (Utility Worker II)	141	3	12,476.00	Must be able to read and write	None required	None required	None required (MC 11, s. 96- Cat III)	Level 1 - Basic CORE 1: Analytical Thinking; CORE 2: Managing Resources CORE 3: Flexible Thinking; Organizational 1: Drafting Skills Organizational 2: Client Focus: Organizational 3: Diplomatic Sensitivity	Office of the Municipal Mayor
4	Administrative Officer I (Supply Officer I)	193	10	19,700.00	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility	Level 2 - Intermediate CORE 1: Analytical Thinking; CORE 2: Managing Resources CORE 3: Flexible Thinking; Organizational 1: Organizational Knowledge Organizational 2: Organizational Alignment Organizational 3: Managing Information	Office of the Municipal Mayor
5	Administrative Aide III (Driver I)	177	3	12,476.00	Elementary School Graduate	None required	None required	Driver License (MC 11, s. 96- Cat II)	Level 1 - Basic CORE 1: Analytical Thinking; Resources CORE 3: Flexible Thinking; Organizational 1: Drafting Skills Organizational 2: Client Focus: Organizational 3: Diplomatic Sensitivity	Office of the Municipal Mayor
6	Administrative Assistant II (Budgeting Assistant)	51	8	16,782.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	Level 1 - Basic CORE 1: Analytical Thinking; CORE 2: Managing Resources CORE 3: Flexible Thinking; Organizational 1: Drafting Skills Organizational 2: Client Focus: Organizational 3: Diplomatic Sensitivity	Municipal Budget Office

7	Revenue Collection Clerk III	66	9	18,029.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	Level 1 - Basic CORE 1: Analytical Thinking CORE 2: Managing Resources CORE 3: Flexible Thinking: Organizational 1: Drafting Skills Organizational 2: Client Focus: Organizational 3: Diplomatic Sensitivity	Office of the Municipal Treasurer
8	Midwife I	164	9	21,211.00	Completion of the Midwifery Course	None required	None required	R.A. 1080 (Midwife)	Level 1 - Basic CORE 1: Analytical Thinking CORE 2: Managing Resources CORE 3: Flexible Thinking: Organizational 1: Drafting Skills Organizational 2: Client Focus: Organizational 3: Diplomatic Sensitivity	Municipal Health Office
9	Administrative Aide II (Messenger)	232	2	11,746.00	Elementary School Graduate	None required	None required	None required (MC 11, s. 96- Cat III)	Level 1 - Basic CORE 1: Analytical Thinking CORE 2: Managing Resources CORE 3: Flexible Thinking: Organizational 1: Drafting Skills Organizational 2: Client Focus: Organizational 3: Diplomatic Sensitivity	Office of the Municipal Civil Registrar
10	Administrative Assistant I (Bookbinder III)	231	7	15,827.00	Elementary School Graduate	None required	None required	None required (MC 11, s. 96- Cat III)	Level 1 - Basic CORE 1: Analytical Thinking CORE 2: Managing Resources CORE 3: Flexible Thinking: Organizational 1: Drafting Skills Organizational 2: Client Focus: Organizational 3: Diplomatic Sensitivity	Office of the Municipal Civil Registrar

11	Farm Worker I	238	2	11,746.00	Elementary School Graduate	None required	None required	None required (MC 11, s. 96- Cat III)	Level 1 - Basic CORE 1: Analytical Thinking: CORE 2: Managing Resources CORE 3: Flexible Thinking: Organizational 1: Drafting Skills Organizational 2: Client Focus: Organizational 3: Diplomatic Sensitivity	Office of the Municipal Agriculturist
12	Farm Worker I	239	2	11,746.00	Elementary School Graduate	None required	None required	None required (MC 11, s. 96- Cat III)	Level 1 - Basic CORE 1: Analytical Thinking: CORE 2: Managing Resources CORE 3: Flexible Thinking: Organizational 1: Drafting Skills Organizational 2: Client Focus: Organizational 3: Diplomatic Sensitivity	Office of the Municipal Agriculturist
13	Farm Worker I	240	2	11,746.00	Elementary School Graduate	None required	None required	None required (MC 11, s. 96- Cat III)	Level 1 - Basic CORE 1: Analytical Thinking: CORE 2: Managing Resources CORE 3: Flexible Thinking: Organizational 1: Drafting Skills Organizational 2: Client Focus: Organizational 3: Diplomatic Sensitivity	Office of the Municipal Agriculturist
14	Farm Worker I	241	2	11,746.00	Elementary School Graduate	None required	None required	None required (MC 11, s. 96- Cat III)	Level 1 - Basic CORE 1: Analytical Thinking: CORE 2: Managing Resources CORE 3: Flexible Thinking: Organizational 1: Drafting Skills Organizational 2: Client Focus: Organizational 3: Diplomatic Sensitivity	Office of the Municipal Agriculturist

15	Assessment Clerk II	75	6	14,920.00	Completion of two years studies in college	None required	None required	None required	Career Service (Subprofessional) First Level Eligibility	Level 1 - Basic CORE 1: Analytical Thinking; CORE 2: Managing Resources CORE 3: Flexible Thinking; Organizational 1: Drafting Skills Organizational 2: Client Focus; Organizational 3: Diplomatic Sensitivity	Office of the Municipal Assessor
16	Administrative Aide IV (Bookbinder II)	175	4	13,248.00	Elementary School Graduate	None required	None required	None required	None required (MC 11, s. 96- Cat III)	Level 1 - Basic CORE 1: Analytical Thinking; CORE 2: Managing Resources CORE 3: Flexible Thinking; Organizational 1: Drafting Skills Organizational 2: Client Focus; Organizational 3: Diplomatic Sensitivity	Office of the Municipal Assessor
17	Administrative Aide IV (Bookbinder II)	233	4	13,248.00	Elementary School Graduate	None required	None required	None required	None required (MC 11, s. 96- Cat III)	Level 1 - Basic CORE 1: Analytical Thinking; CORE 2: Managing Resources CORE 3: Flexible Thinking; Organizational 1: Drafting Skills Organizational 2: Client Focus; Organizational 3: Diplomatic Sensitivity	Office of the Municipal Accountant
18	Administrative Aide I (Utility Worker I (B))	234	1	11,050.00	Must be able to read and write	None required	None required	None required	None required (MC 11, s. 96- Cat III)	Level 1 - Basic CORE 1: Analytical Thinking; CORE 2: Managing Resources CORE 3: Flexible Thinking; Organizational 1: Drafting Skills Organizational 2: Client Focus; Organizational 3: Diplomatic Sensitivity	Office of the Municipal Accountant

19	Administrative Aide I (Utility Worker I (B))	235	1	11,050.00	Must be able to read and write	None required	None required	None required (MC 11, s. 96- Cat III)	Level 1 - Basic CORE 1: Analytical Thinking CORE 2: Managing Resources CORE 3: Flexible Thinking: Organizational 1: Drafting Skills Organizational 2: Client Focus: Organizational 3. Diplomatic Sensitivity	Office of the Municipal Accountant
20	Administrative Aide I (Utility Worker I (B))	236	1	11,050.00	Must be able to read and write	None required	None required	None required (MC 11, s. 96- Cat III)	Level 1 - Basic CORE 1: Analytical Thinking CORE 2: Managing Resources CORE 3: Flexible Thinking: Organizational 1: Drafting Skills Organizational 2: Client Focus: Organizational 3. Diplomatic Sensitivity	Office of the Municipal Accountant
21	Administrative Aide I (Utility Worker I (B))	237	1	11,050.00	Must be able to read and write	None required	None required	None required (MC 11, s. 96- Cat III)	Level 1 - Basic CORE 1: Analytical Thinking CORE 2: Managing Resources CORE 3: Flexible Thinking: Organizational 1: Drafting Skills Organizational 2: Client Focus: Organizational 3. Diplomatic Sensitivity	Office of the Municipal Accountant

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 **December 07, 2023.**

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.
5. The 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 of disability (PWD), 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:

JANE FRANCIS V. LOBEDICA

SAO (HRMO IV)

R. V. Villaflores Street, Hilongos, Leyte

hrl@hilongos@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.