Republic of the Philippines MGO CARIGARA, 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 CARIGARA, LEYTE in the CSC

Municipal Administrator/HRMO In Charge ATTY. WENCESLAO L. NARIDO JR.

Date:

April 23, 2024

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Labor and Employment Officer	Tourism Operations Officer I	Market Supervisor III	Administrative Officer I (Supply Officer I)	Title, if applicable)	Position Title
- -9	1-7	IX-A-1	X-5	Plantilla Item No.	
$\vec{\omega}$	=======================================	☆	10	Salary/ Job/ Pay Grade	
26622.00	22950.00	39716.00	19700.00	Monthly Salary	
Bachelor's Degree preferably in any of the following Operations Management (OM); Human Resource Management (HRM); Human Resource Development (HRD); and/or allied fields	Bachelor's degree in tourism, business law, economics, marketing, public administration, or other related fields	Bachelor's Degree	Bachelor's Degree	Education	
2 hours of relevant training on employment facilitation	None Required	8 hours of relevant training	None Required	Training	Qualit
1 year of experience in program management relative to employment facilitation	None Required	2 years of relevant experience	None Required	Experience	Qualification Standards
Career Service (Professional) Second Level Eligibility	Career Service (Professional) Second Level Eligibility	Career Service (Professional) Second Level Eligibility	Career Service (Professional) Second Level Eligibility	Eligibility	3,
Not Applicable	Not Applicable	Not Applicable	Not Applicable	Competency (if applicable)	
Office of the Mayor	Office of the Mayor	Municipal Treasurer's Office	Municipal Treasurer's Office	Place of Assignment	

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Engineer II	Administrative Assistant I (Computer Operator I)	
XIV-12	X-3	
16	7	
33721.00	15827.00	
Bachelor's Degree in Engineering relevant to the job	Completion of two years studies in college 15827.00 or High School Graduate with relevant vocational/trade course	
4 hours of relevant training	None Required	
1 year of relevant experience	None Required	
RA 1080	Career Service (Subprofessional) Data Encoder (MC Not Applicable 11, s. 96-Cat. I) First Level Eligibility	
Not Applicable	Not Applicable	
Municipal Engineering Office	Municipal Assessor's Office	
	Engineer II XIV-12 16 33721.00 Bachelor's Degree in the job Bachelor's Degree in the job 4 hours of relevant to training experience RA 1080 Not Applicable	

later than May 8, 2024. 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

- www.csc.gov.ph; 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.

indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE) without discremination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the "This office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position

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

ATTY. WENCESLAO L. NARIDO JR.

Municipal Administrator/HRMO In Charge Eduardo Makabenta St., Brgy. Ponong, Carigara, Leyte

rmocarigara@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.