

Republic of the Philippines  
**MGO WAO, LANA DEL SUR**  
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 WAO, LANA DEL SUR in the CSC website:

  
DESIREE B. MACAMAY  
HRMO III

Date: June 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	Administrative Officer II/Information Officer I	1-06	11	22950	Bachelor's degree	None Required	None Required	Career Service (Professional) Second Eligibility	N/A	Office of the Municipal Mayor
2	Local Disaster Risk Reduction Management Officer I	1-18	11	22950	Bachelor's degree	None Required	None Required	Career Service (Professional) Second Eligibility	N/A	Office of the Municipal Mayor
3	Administrative Aide III (Clerk I)	1-10	3	12476	Completion of two years studies in college	None Required	None Required	Career Service (Sub-Professional) First Eligibility	N/A	Office of the Municipal Mayor
4	Senior Labor and Employment Officer	1-19	19	43653	Bachelor's degree preparably in any of the ff. operations Management (OM) Human Resource Management (HRM) Human Resource Development and or any allied fields	8 hours of relevant training on employment facilitation	2 years of experience in program management	Career Service (Professional) Second Eligibility	N/A	Office of the Municipal Mayor
5	Local Legislative Staff Assistant III	2-23	10	19700	Completion of two years studies in college	8 HOURS of relevant training	2 years of relevant experience	Career Service (Sub-Professional) First Eligibility	N/A	Office of the Sangguniang Bayan
6	Municipal Government Assistant Department Head I	3-02	22	60784	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Eligibility	N/A	Office of the Municipal Administrator

7	Administrative Aide III (Clerk I)	3-32	3	12476	Completion of two years studies in college	None Required	None Required	Career Service (Sub-Professional) First Eligibility	N/A	Office of the Municipal Administrator
8	Traffic Operations Officer I	3-41	11	22950	Bachelor's degree	None Required	None Required	(Professional) Second Eligibility	N/A	Office of the Municipal Administrator
9	Senior Cooperatives Development Specialist	3-42	18	39716	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Eligibility	N/A	Office of the Municipal Administrator
10	STATISTICIAN I	4-04	11	22950	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Eligibility	N/A	Office of the Municipal Planning & Development Coordinator
11	Administrative Aide IV (Bookbinder II)	5-04	4	13248	Elementary Graduate	None Required	None Required	None Required	N/A	Office of the Municipal Civil Registrar

This Office highly encourages all interested and qualified applicants including persons with disability, and members of the indigenous communities, irrespective of gender orientation and gender identities, to apply.

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 July 9, 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. 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:

**DESIREE B. MACAMAY**  
 \_\_\_\_\_  
 HRMO III  
 \_\_\_\_\_  
 Brgy. Western, Wao, Lanao del Sur  
 \_\_\_\_\_  
[lguwaohrmo@gmail.com](mailto:lguwaohrmo@gmail.com)  
 \_\_\_\_\_

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

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12	Administrative Officer II (Management and Audit Analyst I)	7-02	11	22950	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Eligibility	N/A	Office of the Municipal Accountant
13	Engineer I	10-04	12	24790	Bachelor's degree in Engineering relevant to the job	None Required	None Required	RA 1080	N/A	Office of the Municipal Engineer
14	Environmental Management Specialist II	11-05	15	31126	Bachelor's degree relevant to the job	4 hours of relevant training	1 year relevant experience	Career Service (Professional) Second Eligibility	N/A	Office of the Municipal Environment and Natural Resources
15	Sanitation Inspector II	14-04	8	16782	Completion of two years studies in college	4 hours of relevant training on employment facilitation	2 years of experience in program management	Career Service (Sub-Professional) First Eligibility	N/A	Office of the Municipal Health Officer
16	Administrative Aide IV (Accounting Clerk I)	7-07	4	13248	Completion of two years studies in college	None Required	None Required	Career Service (Sub-Professional) First Eligibility	N/A	Office of the Municipal Accountant



17	Market Inspector I	8-07	6	14920	Completion of two years studies in college	None Required	None Required	Career Service (Sub-Professional) First Eligibility	N/A	Office of the Municipal Treasurer
18	Engineer I	10-03	12	24790	Bachelor's degree in Engineering relevant to the job	None Required	None Required	RA 1080	N/A	Office of the Municipal Engineer
19	Midwife I	14-05	9	18029	Completion of Midwifery Course	None Required	None Required	RA 1080	N/A	Office of the Municipal Health Officer
20	Population Program Officer I	15-04	11	22950	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Eligibility	N/A	Office of the Municipal Social Welfare and Development
21	Construction & Maintenance General Foreman	10-05	11	22950	High School Graduate	8 hours of relevant training	2 years of relevant experience	None Required (MC 11, s. 96-Cat. III)	N/A	Office of the Municipal Engineer
22	Supply Officer II	3-39	14	28767	Bachelor's degree	4 hours of relevant training	1 year relevant experience	(Professional) Second Eligibility	N/A	Office of the Municipal Administrator

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23	Administrative Aide I (Utility Worker I)	3-34	1	11050	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96-Cat. III)	N/A	Office of the Municipal Administrator
24	Mechanic I	3-20	4	13248	High School Graduate or Completion of relevant vocational/trade course	None Required	None Required	Mechanic (MC 11 S. 96, Cat I)	N/A	Office of the Municipal Administrator
25	Revenue Collection Clerk II	8-06	7	15827	Completion of two years studies in college	None Required	None Required	Career Service (Sub-Professional) First Eligibility	N/A	Office of the Municipal Treasurer
26	Municipal Health Officer I	14-01	24	76566	Doctor of Medicine	None Required	3 years experience as medical practioner	RA 1080	N/A	Office of the Municipal Health Officer
27	Heavy Equipment Operator I	3-12	4	13248	High school graduate or Completion of relevant vocational/trade course	None Required	None Required	Heavy Equipment Operator (MC 11, s. 96 Cat I)	N/A	Office of the Municipal Administrator

					=Nothing Follows=					

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