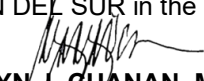


Republic of the Philippines  
**MGO PROSPERIDAD, AGUSAN DEL SUR**  
**Request for Publication of Vacant Positions**

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the MGO PROSPERIDAD, AGUSAN DEL SUR in the CSC website:

  
**EVELYN J. CUANAN, MPA**  
(LDRRMO III)/HRMO-Designate

Date: 05/8/2023

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	Administrative Aide VI (Electronics and Communications Equipment Technician I	G-05	6	15798	Completion of two years studies in College or High School Graduate with relevant vocational/trade course	None required	None required	Electronics Equipment Technician ( MC 10 s. 2013-Cat.II)	N/A	Municipal Civil Registrar 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 May 26, 2023.

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2. Performance rating **in the last rating period** (if applicable);
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QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

**EVELYN J. CUANAN, MPA**

AO V (LDRRMO III)/HRMO-Designate

Poblacion, Prosperidad, Agusan del sur

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



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**Request for Publication of Vacant Positions**

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**EVELYN J. CUANAN, MPA**

LDRRMO III/HRMO-Designate

Date: 5/4/2023

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	Local Legislative Staff Officer IV	B2-02	19	46221	Bachelor's Degree relevant to the Job	8 hours of relevant training	2 yrs. of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Secretary to the Sanngunian Bayan Office
2	Administrative Aide IV (Bookbinder II)	B2-05	4	14027	Elementary School Graduate	None required	None required	None Required (MC 11, s. 96- Cat. III)	N/A	Secretary to the Sanngunian Bayan Office
3	Administrative Aide IV (Clerk II)	B2-04	4	14027	Completion of two years studies in college	none required	none required	Career Service (Sub- Professional) First Level Eligibility	N/A	Secretary to the Sanngunian Bayan Office
4	Administrative Aide II (Messenger)	B2-06	2	12437	Elementary School Graduate	None required	None required	None Required (MC 11, s. 96- Cat. III)	N/A	Secretary to the Sanngunian Bayan Office

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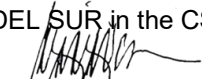
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**EVELYN J. CUANAN, MPA**  
(LDRRMO III/HRMO-Designate)

Date: 05/8/2023

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	Senior Tourism Operations Officer	O-03	18	42053	Bachelor's degree in tourism, business, law, economics, marketing, public administration or other related fields	8 hours of relevant training on tourism or DOT specific and mandatory trainings such as but not limited to the following:  * Tourism Awareness and Capability Building Seminar for LGUs  * Seminar on Disaster Risk Reduction and Management	2 years of work experience and involvement in the tourism industry either in the private sector or the government	Career Service (Professional) Second Level Eligibility	N/A	Municipal Tourism Office

						* Basic Tourism Statistics Training ( BTST)				
						* Local Tourism Guidebook Orientation and;  * Seminar on Gender and development Orientation				

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Republic of the Philippines  
**MGO PROSPERIDAD, AGUSAN DEL SUR**  
**Request for Publication of Vacant Positions**

To: CIVIL SERVICE COMMISSION (CSC)

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**EVELYN J. CUANAN, MPA**  
LDRRMO III/HRMO-Designate

Date: 5/11/2023

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 Planning & Development Coordinator)	H-01	24	81070	Bachelor's Degree preferably in Urban Planning, Development Studies, Economics, Public Administration or any related course	None required	3 years experience in development planning or in any related field	RA1080 (Environmental Planner)	N/A	Municipal Planning & Development Services Office
2	Municipal Government Department Head I (Municipal Budget Officer)	E-01	24	81070	College Degree preferably in Accounting, Economics, Public Administration or any related course from a recognized college or university	None required	3 years experience in Government Budgeting or any related field	First Grade or its equivalent	N/A	Municipal Budget 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 May 31, 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](http://www.csc.gov.ph);
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AO V (LDRRMO III)/HRMO-Designate

Poblacion, Prosperidad, Agusan del sur

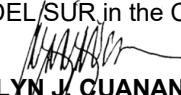
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Republic of the Philippines  
**MGO PROSPERIDAD, AGUSAN DEL SUR**  
**Request for Publication of Vacant Positions**

To: CIVIL SERVICE COMMISSION (CSC)

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**EVELYN J. CUANAN, MPA**

AO V (LDRRMO III)/HRMO-Designate

Date: 05/04/2023

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 Assistant Department Head I ( Assistant Municipal Treasurer)	D2-02	22	60180	Bachelor of Science preferably in Commerce, Public Administration or Law	none required	3 years experience in the treasury or accounting service	First grade or its equivalent and BCLTE	N/A	Municipal Treasury'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 may 20, 2023.

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Republic of the Philippines  
**MGO PROSPERIDAD, AGUSAN DEL SUR**  
**Request for Publication of Vacant Positions**

To: CIVIL SERVICE COMMISSION (CSC)

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**EVELYN J. CUANAN, MPA**  
(LDRRMO III)/HRMO-Designate

Date: 05/11/2023

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	Engineer II (Agricultural and Biosystems)	L-18	16	35705	Bachelor's degree in Agricultural Engineering or Agricultural and Biosystems Engineering	4 hours of relevant training	1 year of relevant experience	RA 1080 (Agricultural and Biosystems Engineer)	N/A	Municipal Agriculture Office

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**EVELYN J. CUANAN, MPA**  
(LDRRMO/II)/HRMO-Designate

Date: 05/9/2023

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	Community Affairs Assistant II	A-20	8	17770	Completion of two years studies in college	4 hours of relevant Training	1 year of relevant experience	Career Service (Sub- Professional) First Level Eligibility	N/A	Municipal Mayor's Office
2	Administrative Aide IV (Clerk II)	A-08	4	14027	Completion of two years studies in college	None required	None required	Career Service (Sub- Professional) First Level Eligibility	N/A	Municipal Administrator's Office
3	Information Systems Researcher I	A-10	10	20858	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional); Second Level Eligibility	N/A	Information Technology Unit Office
4	License Inspector II	A-09	8	17770	Completion of 2 yrs. Studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub- Professional) First Level Eligibility	N/A	Licensing Office
5	Administrative Officer V (Human Resource Management Officer III)	A-11	18	42053	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Mun. Human Resource Management Office
6	Planning Officer II	H-03	15	32957	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Municipal Planning & Development Office

7	Economic Researcher	H-05	9	19090	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Municipal Planning & Development Office
8	Administrative Aide IV (Bookbinder II)	H-06	4	14027	Elementary School Graduate	None required	None required	None required ( MC 11,s. 96-Cat. III)	N/A	Municipal Planning & Development Office
9	Registration Officer I	G-02	10	20858	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Municipal Civil Registrar Office
10	Assistant Registration Officer	G-03	8	17770	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	N/A	Municipal Civil Registrar Office
11	Administrative Assistant II (Budgeting Assistant)	E-03	8	17770	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	N/A	Municipal Budget Office
12	Administrative Assistant II (Budgeting Assistant)	E-04	8	17770	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	N/A	Municipal Budget Office
13	Administrative Aide IV (Budgeting Aide)	E-05	4	14027	Completion of two years studies in college	none required	none required	Career Service (Sub-Professional) First Level Eligibility	N/A	Municipal Budget Office
14	Accountant III	F-02	19	46221	Bachelor's degree in Commerce/Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience	RA 1080 ( Certified Public Accountant)	N/A	Municipal Accounting Office
15	Administrative Assistant II (Bookkeeper I)	F-04	8	17770	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	N/A	Municipal Accounting Office
16	Administrative Aide VI (Accounting Clerk II)	F-06	6	15798	Completion of two years studies in college	none required	none required	Career Service (Sub-Professional) First Level Eligibility	N/A	Municipal Accounting Office
17	Administrative Aide IV (Accounting Clerk I)	F-07	4	14027	Completion of two years studies in college	none required	none required	Career Service (Sub-Professional) First Level Eligibility	N/A	Municipal Accounting Office
18	Administrative Aide IV (Clerk II)	F-08	4	14027	Completion of two years studies in college	none required	none required	Career Service (Sub-Professional) First Level Eligibility	N/A	Municipal Accounting Office

19	Local Treasury Operations Officer III	D-16	18	42053	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Municipal Treasury Office
20	Revenue Collection Clerk II	D-09	7	16758	Completion of two years studies in college	none required	none required	Career Service (Sub-Professional) First Level Eligibility	N/A	Municipal Treasury Office
21	Revenue Collection Clerk III	D-13	9	19090	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	N/A	Municipal Treasury Office
22	Process Server	D-14	5	14889	High School Graduate	none required	none required	None required ( MC 11,s. 96-Cat. III)	N/A	Municipal Treasury Office
23	Assessment Clerk I	C-04	4	14027	Completion of two years studies in college	none required	none required	Career Service (Sub-Professional) First Level Eligibility	N/A	Municipal Assessor Office
24	Tax Mapping Aide	C-06	4	14027	High School Graduate or completion of relevant vocational/trade course	none required	none required	None required ( MC 11,s. 96-Cat. III)	N/A	Municipal Assessor Office
25	Engineer II	I-02	16	35705	Bachelor's degree in Engineering relevant to the job	4 hours of relevant training	1 year of relevant experience	RA 1080 (Engineer)	N/A	Municipal Engineering Office
26	Administrative Aide IV (Clerk II)	I-06	4	14027	Completion of two years studies in college	none required	none required	Career Service (Sub-Professional) First Level Eligibility	N/A	Municipal Engineering Office
27	Agriculturist II	L-03	15	32957	Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology & Veterinary Medicine	4 hours of relevant training	1 year of relevant experience	Relevant RA 1080	N/A	Municipal Agriculture Office
28	Agriculturist II	L-16	15	32957	Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology & Veterinary Medicine	4 hours of relevant training	1 year of relevant experience	Relevant RA 1080	N/A	Municipal Agriculture Office

29	Agricultural Technologist	L-07	10	20858	Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology & Veterinary Medicine	None required	None required	Relevant RA 1080	N/A	Municipal Agriculture Office
30	Agricultural Technologist	L-09	10	20858	Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology & Veterinary Medicine	None required	None required	Relevant RA 1080	N/A	Municipal Agriculture Office
31	Senior Environmental Management Specialist	M-05	18	42053	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional); Second Level Eligibility	N/A	Municipal Environmental and natural Resources Office
32	Forest Ranger	M-03	4	14053	High School Graduate	none required	none required	None required ( MC 11,s. 96-Cat. III)	N/A	Municipal Environmental and natural Resources Office
33	Social Welfare Officer III	K-02	18	42053	Bachelor's degree in social work	8 hours of relevant training	2 years of relevant experience	RA 1080 ( Social Worker)	N/A	Municipal Social Welfare and Development Office
34	Social Welfare Assistant	K-04	8	17770	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	N/A	Municipal Social Welfare and development Office
35	Health Education and Promotion Officer III	J-27	18	46725	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Municipal Health Office
36	Midwife II	J-17	11	27000	Completion of Midwifery course	4 hours of relevant training	1 year of relevant experience	RA 1080 (Midwife)	N/A	Municipal Health Office
37	Sanitation Inspector II	J-21	8	19744	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	N/A	Municipal Health Office
38	Administrative Aide III (Driver I)	J-28	3	14678	Elementary School Graduate	none required	none required	Driver License ( MC 11,s. 96-Cat. II)	N/A	Municipal Health Office

39	Administrative Aide III (Clerk I)	A1-04	3	13210	Completion of two years studies in college	none required	none required	Career Service (Sub- Professional) First Level Eligibility	N/A	Municipal Economic Enterprise Office
40	Revenue Collection Clerk I	A1-13	5	14889	Completion of two years studies in college	none required	none required	Career Service (Sub- Professional) First Level Eligibility	N/A	Municipal Economic Enterprise Office
41	Administrative Aide I ( Utility Worker I)	A1-14	1	11700	must be able to read & write	none required	none required	None required ( MC 11,s. 96-Cat. III)	N/A	Municipal Economic Enterprise Office

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