

Republic of the Philippines
MUNICIPAL GOVERNMENT OF OTON
Request for Publication of Vacant Positions

To: **CIVIL SERVICE COMMISSION (CSC)**

This is to request the publication of the following vacant positions of **MUNICIPAL GOVERNMENT OF OTON** in the CSC website:

ELENA A. SALINAS

HRMO

Date: June 20, 2019

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	Tourism Operations Officer II	10	15	26,109.00	Bachelor's Degree in tourism, business, law, economics, marketing, public administration or other related fields	Four hrs. of relevant training on tourism or DOT specific & mandatory trainings such as but not limited to the ff. Tourism Awareness & Capability Building Seminar for LGUs, Seminar on Disaster Risk Reduction Management, Basic Tourism Statistics Training (BTST), Local Tourism Guidebook Orientation; Seminar on Gender & Development Orientation.	One year of work experience & involvement in tourism industry either in private sector or the government	CS- Professional/Second Level Eligibility	----	Office of the Mayor
2	Licensing Officer III	11	18	34,277.00	Bachelor's Degree	Eight hrs. of relevant training	Two years of relevant experience	CS- Professional/Second Level Eligibility	----	Office of the Mayor
3	Human Resource Mngt. Assistant	8	8	14,654.00	Completion of two year studies in college	Four hrs. of relevant training	One year of relevant experience	CS- Subprofessional/First Level Eligibility	----	Human Resource Mngt. Office
4	Local Legislative Staff Officer IV	2	19	37,889.00	Bachelor's Degree relevant to the job	Eight hrs. of relevant training	Two years of relevant experience	CS- Professional/Second Level Eligibility	----	Office of the Secretary to the Sanggunian
5	Senior Environmental Mngt Specialist	2	18	34,277.00	Bachelor's relevant to the job	Eight hrs. of relevant training	Two years of relevant experience	CS- Professional/Second Level Eligibility	-----	Office of the Municipal Environment & Natural Resources
6	Local DRRM Officer II	7	15	26,109.00	Bachelor's Degree	Four hrs. relevant training on DRRM	One yr. of relevant experience on DRRM	CS- Professional/Second Level Eligibility	-----	Municipal Disaster Risk Reduction Mngt. 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 July 7, 2019.

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.

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

ELENA A. SALINAS

MGDH I, HRMO

HRMO Office, 2nd Flr., Annex A, Oton Municipal Hall

hrmolguoton2015@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.