

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 LGU Wao website:

DESIREE B. MACAMAY

**HRMO Designate**

Date: May 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	Security Guard I	1-13	3	12006	High School Graduate	None Required	None Required	Security Guard License (MC 11 S. 1996 Cat III)	N/A	Office of the Municipal Mayor
2	Human Resource Management Officer II	3-03	15	29832	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional (Second Level Eligibility)	N/A	Office of the Municipal Administrator
3	Supply Officer I	3-05	10	18862	Bachelor's Degree	None Required	None Required	Career Service Professional (Second Level Eligibility)	N/A	Office of the Municipal Administrator
4	Computer Operator I	3-06	7	15214	Completion of two years studies in college or high school graduate with relevant vocational/trade course	None Required	None Required	Career Service Subprofessional (First Level Eligibility)	N/A	Office of the Municipal Administrator
5	Human Resource Management Officer III	3-38	18	38423	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service Professional (Second Level Eligibility)	N/A	Office of the Municipal Administrator
6	Bookkeeper I	7-03	8	16148	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional (First Level Eligibility)	N/A	Office of the Municipal Accountant
7	Accounting Clerk III	7-04	8	16148	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional (First Level Eligibility)	N/A	Office of the Municipal Accountant
8	Accounting Clerk II	7-06	6	14345	Completion of two years studies in college	None Required	None Required	Career Service Subprofessional (First Level Eligibility)	N/A	Office of the Municipal Accountant
9	Assessment Clerk I	9-06	4	12744	Completion of two years studies in college	None Required	None Required	Career Service Subprofessional (First Level Eligibility)	N/A	Office of the Municipal Assessor
10	Clerk I	10-08	3	12006	Completion of two years studies in college	None Required	None Required	Career Service Subprofessional (First Level Eligibility)	N/A	Office of the Municipal Engineer

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 May 22, 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);
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 Designate

Brgy. Western, Wao, Lanao del Sur

[cycyrs@yahoo.com](mailto:cycyrs@yahoo.com)

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

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Construction and Maintenance Man	10-10	2	11309	Elementary School Graduate	None Required	None Required	None Required (MC 11, s. 1996 Cat III)	N/A	Office of the Municipal Engineer
2	Municipal Agriculturist I	16-01	24	75149	Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None Required	3 years of acquired experience in agriculture or in a related field	RA1080	N/A	Office of the Municipal Agriculturist
3	Agricultural Technologist	16-02	10	18,862	Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None Required	None Required	RA1080	N/A	Office of the Municipal Agriculturist
4	Municipal Social Welfare and Development Officer I	15-01	24	75149	Bachelor's Degree in Social Works or Bachelor's degree preferably in Sociology or any related course	None Required	3 years experience in the practice of social works	RA1080	N/A	Office of the Municipal Social Welfare and Development
5	Social Welfare Assistant	15-03	8	16148	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional (First Level Eligibility)	N/A	Office of the Municipal Social Welfare and Development
6	Municipal Health Officer I	14-01	24	75149	Doctor of Medicine	None Required	3 years experience as medical practitioner	RA1080	N/A	Municipal Health Office
7	Nurse I	14-02	15	29832	Bachelor of Science in Nursing	None Required	None Required	RA1080	N/A	Municipal Health Office
8	Medical Technologist I	14-03	11	21623	Bachelor's Degree in Medical Technology or Bachelor of Science in Public Health	None Required	None Required	RA1080	N/A	Municipal Health Office
9	Engineer II	10-14	16	32428	Bachelor's Degree in Engineering relevant to the job	4 hours of relevant training	1 year of relevant experience	RA1080	N/A	Office of the Municipal Engineer

10	Engineer II	10-15	16	32428	Bachelor's Degree in Engineering relevant to the job	4 hours of relevant training	1 year of relevant experience	RA1080	N/A	Office of the Municipal Engineer
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 Brgy. Western, Wao, Lanao del Sur  


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