

Place of Assignment :	Public Employment Service Office
Position Title :	Municipal Government Department Head I (PESO Manager)
Plantilla Item No. :	03-03-002-123
Salary/Job/Pay Grade :	24
Monthly Salary :	Php 73,639.00
Eligibility :	Career Service Professional/Second Level Eligibility
Education :	Bachelor's degree preferably in any of the following areas: Operations Management (OM); Human Resource Management (HRM); Human Resource Development (HRD); and/or allied fields
Training :	None required
Work Experience :	3 years of supervisory/ management experience in program management relative to employment facilitation
Competency :	Local Resident of Sta. Magdalena

Instructions/Remarks :

Interested and qualified applicants should signify their interest in writing through an application letter addressed to the head of office. Applicants must attach the following documents to the application letter and send these to the address below not later than February 18, 2026.

Documents:

1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2025); digitally signed or electronically signed;
2. Hard copy or electronic copy of Performance rating in the last rating period (if applicable);
3. Hard copy or electronic copy of proof of eligibility/rating/license; and
4. Hard copy or electronic copy of Transcript of Records.

This Office highly encourages all interested and qualified applicants to apply, which include persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation. This Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP).

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

MARK JEWERY G. LOZANO

Municipal Mayor

New Municipal Bldg, Real St. Barangay Poblacion III, Santa Magdalena, Sorsogon

MGO SANTA MAGDALENA, SORSOGON
09055167053, hrmo.lgustamagdalen@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date : February 02, 2026

Closing Date : February 18, 2026