

Republic of the Philippines  
**MUNICIPALITY OF ABUYOG**  
Province of Leyte  
**Request for Publication of Vacant Positions**

Electronic copy to be submitted to the CSC FO  
must be in MS Excel format



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

This is to request the publication of the following vacant positions of LGU-Abuyog in the CSC website:

*Francisco C. Bauya*  
**FRANCISCO C. BAUYA**  
HRMO 1V

Date: November 12, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards			Competency (if applicable)	Place of Assignment
					Education	Training	Experience		
1	Administrative Officer 1V	1	22	47,505.00	Bachelor's degree	16 hrs. of relevant training	3yrs. of relevant experience	Career Service (Professional) Second Level Eligibility	Abuyog Community College
2	Administrative Assistant III	7	9	15,287.00	Completion of 2 yrs. Studies in college	4 hrs. of relevant training	1 yr. of relevant experience	Career Service (Sub-Professional) First Level Eligibility	Abuyog Community College

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 Nov. 28, 2018..

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;
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:

**FRANCISCO C. BAUYA**  
HRMO 1V  
LGU-Abuyog  
[abuyog\\_mavorsoffice@yahoo.com](mailto:abuyog_mavorsoffice@yahoo.com)

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