

Republic of the Philippines
Local Government Unit of Bato, Leyte
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the vacant position, which is authorized to be filled at the Local Government Unit of Bato in the CSC website:



MARIA VITA A. FABULAR
HRMO

Date: November 12, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aide I (Laborer I)	12	1/1	7,883.00	Must be able to read and write	None required	None required	None required		Office of the Municipal Mayor
	nothing follows									

The Local Government Unit of Bato encourages all interested and qualified applicants, including Persons With Disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender to apply and should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than November 29, 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;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license (if applicable); and
4. Photocopy of Transcript of Records (if applicable).

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

MARIA VITA A. FABULAR

Human Resource Management Officer

LGU-Bato, J. Luna Street, Bato, Leyte

mariavitaafabular@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.