

Republic of the Philippines
Province of Southern Leyte
MUNICIPALITY OF HINUNANGAN
Request for Publication of Vacant Positions

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

This is to request the publication of the vacant position of LGU - Hinunangan, Southern Leyte in the CSC website:



FLORENTINO S. FERNANDEZ, JR.
(Head of Agency)

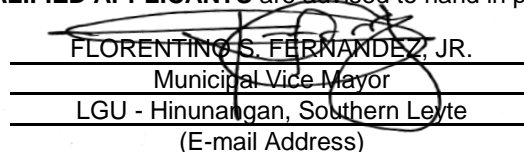
Date: September 3, 2018

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 III (Clerk I)	17	3/1	9,110.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Position		Office of the Sangguniang Bayan

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017)
2. Authenticated copy of Eligibility from Civil Service Commission
3. Authenticated Transcript of Records from the school graduated

QUALIFIED APPLICANTS are advised to hand in personally the following documents to:



FLORENTINO S. FERNANDEZ, JR.
Municipal Vice Mayor
LGU - Hinunangan, Southern Leyte
(E-mail Address)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.