


Republic of the Philippines  
Province of Southern Leyte  
Municipality of Saint Bernard  
Request for Publication of Vacant Positions

CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Local Government Unit of Saint Bernard in the CSC website:

  
HON. MANUEL O. CALAPRE  
Municipal Mayor  
Date: \_\_\_\_\_

Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
				Education	Training	Experience	Eligibility	Competency (if applicable)	
Social Welfare Assistant	64	SG 8/1	P11,119.50	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility		Municipal Social Welfare and Development Office

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 March 31, 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 present position for one (1) year (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:

\_\_\_\_\_  
HON. MANUEL O. CALAPRE  
\_\_\_\_\_  
Municipal Mayor  
\_\_\_\_\_  
LGU- Saint Bernard, Southern Leyte  
\_\_\_\_\_  
[mayorsaintbernard\\_calapre@yahoo.com](mailto:mayorsaintbernard_calapre@yahoo.com)