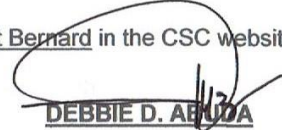


Republic of the Philippines  
Province of Southern Leyte  
Municipality of Saint Bernard  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the Local Government Unit of Saint Bernard in the CSC website:

  
DEBBIE D. ABUDA  
HRMO- Officer- In Charge  
Date: December 6, 2018

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Human Resource Management Officer I	134	SG 11/ Step 1	P14,715.00	Bachelor's degree	None required	None required	Career Service Professional Second Level Eligibility	NA	Human Resource Management Office
2	Administrative Aide III (Laborer II)	135	SG 3/ Step 1	P8,540.00	Must be able to read and write	None required	None required	None Required (MC 11,s. 96- Cat. III)	NA	Human Resource Management Office
3	Administrative Aide III (Laborer II)	136	SG 3/ Step 1	P8,540.00	Must be able to read and write	None required	None required	None Required (MC 11,s. 96- Cat. III)	NA	Municipal Engineering Office
4	Administrative Aide III (Laborer II)	137	SG 3/ Step 1	P8,540.00	Must be able to read and write	None required	None required	None Required (MC 11,s. 96- Cat. III)	NA	Municipal Budget Office
5	Administrative Aide III (Laborer II)	138	SG 3/ Step 1	P8,540.00	Must be able to read and write	None required	None required	None Required (MC 11,s. 96- Cat. III)	NA	Municipal Accounting Office
6	Public Health Nurse I	139	SG 12/ Step 1	P21,387.00	Bachelor of Science In Nursing	None required	None required	RA 1080	NA	Rural Health Unit
7	Administrative Aide I (Utility Worker I)	140	SG 1/ Step 1	P7,486.00	Must be able to read and write	None Required	None Required	None Required (MC 11,s. 96- Cat. III)	NA	General Services 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 than January 15, 2019:

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** (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:

DEBBIE D. ABUDA

HRMO- Officer- In Charge

LGU- Saint Bernard, Southern Leyte

[hrmo2018lgusaintbernard@gmail.com](mailto:hrmo2018lgusaintbernard@gmail.com)

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