

Republic of the Philippines  
LGU-BABATNGON  
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 LGU-BABATNGON in the CSC website:

MARIA FE G. RONDINA

Municipal Mayor

Date: 7-Dec-20

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	
1	Municipal Budget Officer	32	24/1	Php63,806.00	Bachelors degree preferably in accounting, economics public administrative or any related course.		Must have acquired experience in budget officer Service for at least Three (3) years.	Career Service (Professional) 1st level eligibility	MBO

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 \_\_\_\_\_

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:

**MARIA FE G. RONDINA**

Municipal Mayor

Poblacion, Babatngon, Leyte

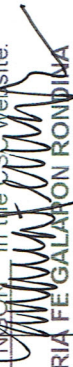
(E-mail Address)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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**MARIA FE GALAPON RONDINA**  
Municipal Mayor

Date: \_\_\_\_\_

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					Education	Training	Experience	Eligibility		
1	Eleven(11)Clerk I (Casual)		3		Completion of 2 years college studies	None required	None required	None		MO
2	Six (6)-laborer I (Casual)		1		Must be able to interpret verbal or written instruction	None required	None required	None		MO
3	Five(5)-Driver I (Casual)		3		Must be able to read and understand instruction, with valid professional driver's license	None required	None required	None		MO/RHU
4	Eight (8)- Administrative Aide I (Casual)		1		Completion of secondary school course	None required	None required	None		MO/HR

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