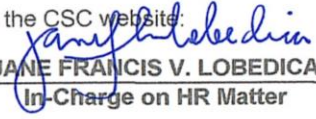


Republic of the Philippines
Local Government Unit of Hilongos
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

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


JANE FRANCIS V. LOBEDICA
In-Charge on HR Matter

Date: **October 15, 2019**

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	Supervising Administrative Officer (Human Resource Management Officer IV)	151	SG 22 Step 1	₱ 55, 521.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	Level 4: Superior CORE 1: Analytical Thinking CORE 2: Managing Resources CORE 3: Flexible Thinking Organizational 1: Organizational Alignment Organizational 2: Organizational Knowledge Organizational 3: Developing Talent Leadership 1: Strategic Thinking	Office of the Municipal Mayor

The Local Government Unit of Hilongos encourages all Interested and qualified applicants, including Persons with Disability (PWD), and member of the indigenous communities, irrespective of sexual and gender orientation 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 **October 30, 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;
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:

JANE FRANCIS V. LOBEDICA
Administrative Officer I/In-Charge on HR Matter
R.V. Villaflores Street, Hilongos, Leyte
jane.lobedica@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.