



Republic of the Philippines
Municipality of Hinabangan
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC FO
must be in MS Excel format

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 Hinabangan in the CSC website:

VIRGINIA B. CARDENAS
HRMO

Date: October 16, 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	Municipal Government Assistant Department Head I	MGADH1-64-2016 (Asst. Municipal Accountant)	22	Php 44, 038.00	Bachelor's Degree in Accountancy	16 hours of relevant training	3 years of relevant experience	Career Serice (Professional) Second Level Eligibility	> Professional Knowledge; > Financial Monitoring and Analysis; > Decision making; > Supervision; > Communication and interpersonal skills	Office of the Municipal Accountant
2	Farm Worker I	FW1-92-2017	2	Php 8, 400.00	Elementary School Graduate	None required.	None required.	None required. (MC 11, s.96- Cat.III)	N/A	Office of the Municipal Agriculture
Nothing follows					*Nothing follows*					

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;
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:

VIRGINIA B. CARDENAS
HRMO IV
Brgy. Rawis, Hinabangan, Samar, 6713
virginiacardenas25@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.