



Republic of the Philippines
Province of Southern Leyte
MUNICIPALITY OF HINUNANGAN

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 - HINUNANGAN in the CSC website:


SUSIE M. BAYANO

HRMO

Date: October 11, 2019

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Experience	Training	Eligibility	Competency (if applicable)	
1	ADMINISTRATIVE AIDE III (Clerk I)	17	3/1	₱ 9,531.00	Completion of two years studies in College	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		Office of the Sangguniang Bayan
2	ADMINISTRATIVE AIDE I (Utility Worker I)	19-A	1/1	₱ 8,408.00	Must be able to read & write	None Required	None Required	None Required (MC 11,S.96,CAT. III, as amended)		Office of the Sangguniang Bayan
3	ADMINISTRATIVE AIDE VI (Draftsman I)	26	6/1	₱ 11,472.00	Completion of two years studies in College or High School Graduate with relevant Vacational/Trade Course	None Required	None Required	Career Service (Subprofessional, Draftsman or Illustrator (MC 11,S.96 CAT. I) First Level Eligibility		Office of the Municipal Planning and Development Coordinator
4	MUNICIPAL GOV'T. DEP'T. HEAD I (Municipal Health Officer I)	48	24/1	₱ 73,299.00	Doctor of Medicine	3 years experience as medical practitioner	None Required	RA 1080		Office of the Rural Health Unit

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 October 28, 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:


SUSIE M. BAYANO

HRMO I

LGU - HINUNANGAN, SOUTHERN LEYTE

jguhinunangan@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.