


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

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Local Government Unit of Saint Bernard in the CSC website:

  
HON. MANUEL O. CALAPRE  
Municipal Mayor  
Date: Sept. 29, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Construction and Maintenance Capataz	67	SG 5/1	P9,045.00	Elementary School Graduate	None Required	None Required	None Required (M/C 11, s. 96-Cat. III)	N/A	Municipal Engineering Office
2	Revenue Collection Clerk I	36	SG 5/1	P9,045.00	Completion of two years studies in college	None Required	None Required	Career Service Sub-Professional First Level Eligibility	N/A	Municipal Treasury's 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 October 15, 2018.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy or 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:

HON. MANUEL O. CALAPRE

Municipal Mayor

LGU- Saint Bernard, Southern Leyte

[mayor@saintbernard\\_calapre@yahoo.com](mailto:mayor@saintbernard_calapre@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.