

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

Republic of the Philippines
LOCAL GOVERNMENT UNIT OF HINUNDAYAN
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 LOCAL GOVERNMENT UNIT OF HINUNDAYAN in the CSC website:

ELISA C. CADINGAN

Municipal Mayor

Date: 11/18/2021

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	Administrative Aide IV(Human Resource Management Aide)	OM-2021-01	4/1	9,061.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		MO
	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 December 05, 2021.

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:

ELISA C. CADINGAN

Municipal Mayor

LGU - Hinundayan, Southern Leyte

lguhinundayan@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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We hereby request the publication of the following vacant positions, which are authorized to be filled, at the LOCAL GOVERNMENT UNIT OF HINUNDAYAN in the CSC website:


ELISA C. CADANGAN

Municipal Mayor

Date: 11/16/2021

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	Administrative Aide III (Driver I)	MDRRMO-2021-01	3/1	8,533.00	Elementary School Graduate	None required	None required	Driver License (MC11,s.96-Cat.II)		MDRRMO
2	Administrative Aide III (Driver I)	MDRRMO-2021-02	3/1	8,533.00	Elementary School Graduate	None required	None required	Driver License (MC11,s.96-Cat.II)		MDRRMO
3	Administrative Aide I (Laborer I)	MDRRMO-2021-03	1/1	7,552.50	Must be able to read and write	None required	None required	None required		MDRRMO
4	Administrative Aide I (Laborer I)	MDRRMO-2021-04	1/1	7,552.50	Must be able to read and write	None required	None required	None required		MDRRMO
5	Administrative Aide I (Laborer I)	MDRRMO-2021-05	1/1	7,552.50	Must be able to read and write	None required	None required	None required		MDRRMO

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
6	Midwife I	2014-72	6/1	14,340.00	Completion of Midwifery Course	None required	None required	RA 1080		MHO
7	Midwife I	MHO-2021-02	6/1	14,340.00	Completion of Midwifery Course	None required	None required	RA 1080		MHO
8	Sanitation Inspector I	2008-69	6/1	14,340.00	Completion of Midwifery Course	None required	None required	RA 1080		MHO
	nothing follows									

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