

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:

  
**MA. BELLA J. GILBUENA, EnP**  
MPDC/HRMO-Designate

Date: December 10, 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-2021-06	3/1	8,533.00	Elementary School Graduate	None required	None required	Drivers License (MC11, s. 96- Cat. II)		MDRRMO
	***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 25, 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](http://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](mailto:lguhinundayan@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.