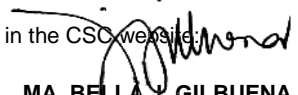


Electronic copy to be submitted to
the CSC FO
must be in MS Excel format

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
MPDS/HRMO-Designate

Date: December 23, 2021

N o.	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	Local Disaster Risk Reduction and Management Officer II	2018-2	15/1	20,307.00	Bachelor's Degree	4 hours of relevant training on DRRM	1 year of relevant experience on DRRM	Career Service Professional / 2nd Level Eligibility		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 January 7, 2022.

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.