

Republic of the Philippines  
LGU-PADRE BURGOS, SOUTHERN LEYTE  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the vacant position of LGU-PADRE BURGOS, Padre Burgos, Southern Leyte in the CSC website.

*F. Aclao*  
FLORDELYN E. ACLAO  
HRMO

Date: 7/14/2023

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 IV (Accounting Clerk I)	39	4	9,751.50	Completion of two years studies in college	None required	None required	Career Service (Subprofessional), First Level Eligibility	N/A	Office of the Municipal Accountant
2	Administrative Aide I (Utility Worker I)	83	1	7,917.00	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III, as amended)	N/A	Office of the Municipal Accountant
3	Administrative Aide I (Utility Worker I)	77	1	7,917.00	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III, as amended)	N/A	Office of the Municipal Mayor
4	Administrative Aide I (Utility Worker I)	97	1	7,917.00	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III, as amended)	N/A	Office of the Municipal Mayor
5	Administrative Aide I (Utility Worker I)	48	1	7,917.00	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III, as amended)	N/A	Office of the Municipal Treasurer
6	Administrative Aide I (Utility Worker I)	85	1	7,917.00	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III, as amended)	N/A	Office of the Municipal Treasurer
7	Administrative Aide I (Utility Worker I)	87	1	7,917.00	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III, as amended)	N/A	Municipal Health Office
8	Administrative Aide I (Utility Worker I)	94	1	7,917.00	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III, as amended)	N/A	Office of the Municipal Engineer
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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 July 31, 2023

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.
5. This office highly encourages all interested and qualified applicants and promotes equal employment to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE)

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

**FLORDELYN E. ACLAO**  
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HRMO  
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Padre Burgos, Southern Leyte  
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[mayorsoffice2012@gmail.com](mailto:mayorsoffice2012@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.