

Republic of the Philippines
MGO SAINT BERNARD, SOUTHERN LEYTE
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 MGO SAINT BERNARD, SOUTHERN LEYTE in the CSC website.

DEBBIE D. ABUDA

HRMO I

Date: March 2, 2022

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 Officer IV (Human Resource Management Officer II)	11a	SG 15/ Step I	P25,181.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional Second Level Eligibility	NA	Human Resource Management Office
2	XXXXXXXXXX	XXXXXXXX	XXX	XXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX
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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 March 17, 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:

DEBBIE D. ABUDA

HRMO I

LGU-Saint Bernard, Southern Leyte

hrmo2018lgusaintbernard@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.