

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 II

Date: November 4, 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	Municipal Government Department Head I (Incharge at DRRM Office)	146	24/1	P65,057.00	Bachelor's degree	24 hours of training in management and supervision	3 years in position/s involving management and supervision	Career Service Professional Second Level Eligibility	Not Applicable	Disaster Risk Reduction and Management Office
2	Engineer I	82	12/1	P19,539.00	Bachelor's degree in Engineering relevant to the job	None required	None required	RA 1080	Not Applicable	Municipal Engineering Office
3	Human Resource Management Officer I	134	11/1	P17,908.00	Bachelor's degree	None required	None required	Career Service Professional Second Level Eligibility	Not Applicable	Human Resource Management Office
4	Administrative Assistant II (Bookkeeper I)	25	8/1	P13,688.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Professional Second Level Eligibility	Not Applicable	Municipal Accounting Office
5	Administrative Aide I (Utility Worker I)	29a	1/1	P9,026.00	Must be able to read and write	None required	None required	None required MC 11, s. 96- Cat. III	Not Applicable	Municipal Accounting Office
6	xxxxxxxxxxxxxxxxxxxx	xxxxxxxx	xxxxxxx	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx
7										
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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 November 19, 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.
5. The Office highly encourages all interested and qualified applicants and promotes equal employment opportunity 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:

DEBBIE D. ABUDA

HRMO II

LGU-Saint Bernard, Southern Leyte

hrmo2018lgusaintbernard@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.