

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: December 29, 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 Aide I (Utility Worker I)	143	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	Office of the Municipal Mayor
2	Administrative Aide I (Utility Worker I)	144	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	Office of the Municipal Mayor
3	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 Sub-professional First Level Eligibility	Not Applicable	Municipal Accounting Office
4	xxxxxxxxxx	xxxxxxxxxx	xxxxx	xxxxxxx	xxxxxxxxxxxxxx	xxxxxxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxxxxxx
5										
6										
7										
8										
9										
10										

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 16, 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. 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  
[hmo2018@gusaintbernard@gmail.com](mailto:hmo2018@gusaintbernard@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.