

Republic of the Philippines
MGO HINUNDAYAN, 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 HINUNDAYAN, SOUTHERN LEYTE in the CSC website:

C. Adolfo
CRISPINA C. ADOLFO
HRMP

Date: 01/03/2024

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 Resources Management Officer II)	HRM-2023-01	15	23,503.00	Bachelor's Degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional); Second Level Eligibility		MO-HRM Office
2	Administrative Aide IV (Driver II)	MHO-2023-07	4	14,400.00	Elementary School Graduate	None Required	None Required	Driver License (MC 11, s. 96-CAT III)		MHO

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 18, 2024.

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. This 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 s

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

EVELYN T. LEE, CPA
Municipal Mayor
LGU - Hinundayan, Southern Leyte
mayorsoffice.hinundayan2022@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.