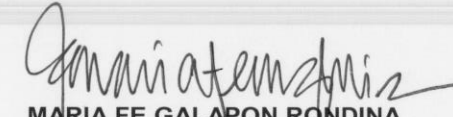


Republic of the Philippines
LGU BABATNGON
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of (Name of Agency) in the CSC website:


MARIA FE GALAPON RONDINA
(Head of Agency)

Date: _____

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	MIDWIFE II	59	11	20,179.00	Completion of Midwifery Course	8 hours of relevant training	2 years of relevant experience	RA 1080		MHO
2	PROJ. DEV'T. OFFICER I	35	11	15,134.00	Bachelors degree relevant to the job	none required	none required	Career Service (Professional)		MPDO
3	MUN. BUDGET OFFICER	32	24	54,974.00	A holder of College degree preferably in Accounting, Economics, Public Administration or any related course from a recognized college or university (RA 7160)	none required	3 Years in government budgetting or any related field	Career Service (Professional)		MBO

4	DISBURSING OFFICER II	83	8	12,212.00	Completion of 2 years in College studies	4 hours relevant to the job	1 year of relevant experience	Career Service (Sub-Professional)		MTO
5	AGR. TECH. 1	45	10	14,039.00	Bachelors degree relevant to the job	none required	none required	Career Service (Professional)		MAO
6	HRM AIDE	75	4	9,506.00	Completion of 2 years in College studies	none required	none required	Career Service (Professional)		HRMO

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 December 21, 2018.

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 present position for one (1) year (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:

MARIA FE GALAPON RONDINA

Municipal Mayor

Municipal Compound

Babatngon, Leyte

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.