

Republic of the Philippines  
Local Government Unit of Hilongos  
Request for Publication of Vacant Positions

CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Local Government Unit of Hilongos in the CSC website:

**ALBERT R. VILLAHERMOSA**  
(Head of Agency)  
Date: June 11, 2018

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	Administrative Aide II (Book Binder I)	198	SG 2 Step 1	₱ 9,520.00	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)	Level 1 - Basic CORE 1: Analytical Thinking; Managing Resources Flexible Thinking; Organizational 1: Drafting Skills Organizational 2: Client Focus:	Office of the Municipal Assessor
2	Administrative Aide II (Book Binder I)	199	SG 2 Step 1	₱ 9,520.00	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)	Level 1 - Basic CORE 1: Analytical Thinking; Managing Resources Flexible Thinking; Organizational 1: Drafting Skills Organizational 2: Client Focus:	Office of the Municipal Treasurer
3	Administrative Aide II (Book Binder I)	200	SG 2 Step 1	₱ 9,520.00	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)	Level 1 - Basic CORE 1: Analytical Thinking; Managing Resources Flexible Thinking; Organizational 1: Drafting Skills Organizational 2: Client Focus:	Office of the Municipal Civil Registrar
4	Administrative Aide III (Driver )	201	SG 3 Step 1	₱ 10,127.00	Elementary School Graduate	None required	None required	Driver License (MC 11, s. 96 - Cat. II)	Level 1 - Basic CORE 1: Analytical Thinking; Managing Resources Flexible Thinking; Organizational 1: Drafting Skills Organizational 2: Client Focus:	Office of the Municipal Engineer

5	Administrative Aide IV (Clerk II)	202	SG 4 Step 1	₱ 10,773.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	Level 1 - Basic CORE 1: Analytical Thinking: Managing Resources Flexible Thinking: Organizational 1: Drafting Skills Organizational 2: Client Focus:	Office of the Municipal Mayor
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The Local Government Unit of Hilongos encourages all interested and qualified applicants, including Persons With Disability (PWD), and member of the indigenous communities, irrespective of sexual orientation and gender to apply and should signify their interest in writing. Attach the following documents to the application letter and sent to the address below not later than **June 29, 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](http://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:

**ALBERT R. VILLAHERMOSA**  
Municipal Mayor  
R.V. Villaflores St., Hilongos, Leyte  
arvillahermosa03@yahoo.com  
jane.lobedica@yahoo.com

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**