

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

To: 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. VILAHERMOSA**

(Head of Agency)

Date: July 12, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Midwife I	165	SG 9 Step 1	₱ 17,473.00	Completion of Midwifery Course	None required	6 months experience in midwifery course	RA 1080	Level 1 - Basic CORE 1: Analytical Thinking; CORE 2: Managing Resources CORE 3: Flexible Thinking; Organizational 1: Drafting Skills Organizational 2: Client Focus:	Municipal Health Office
2	Administrative Aide VI (Clerk III)	35	SG 6 Step 1	₱ 12,189.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	Level 1 - Basic CORE 1: Analytical Thinking; CORE 2: Managing Resources CORE 3: Flexible Thinking; Organizational 1: Drafting Skills Organizational 2: Client Focus:	Office of the Sangguniang Bayan
2	Administrative Aide IV (Clerk II)	192	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; CORE 2: Managing Resources CORE 3: Flexible Thinking; Organizational 1: Drafting Skills Organizational 2: Client Focus:	Office of the Municipal Mayo
3	Administrative Aide VI (Clerk III)	121	SG 6 Step 1	₱ 12,189.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	Level 1 - Basic CORE 1: Analytical Thinking; CORE 2: Managing Resources CORE 3: Flexible Thinking; Organizational 1: Drafting Skills Organizational 2: Client Focus:	Office of the Municipal Treasurer

4	Social Welfare Aide	9	SG 4 Step 1	₱ 10,773.00	High School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)	Level 1 - Basic CORE 1: Analytical Thinking; CORE 2: Managing Resources CORE 3: Flexible Thinking; Organizational 1: Drafting Skills Organizational 2: Client Focus:	Office of the Municipal Social Welfare and Development
5	Administrative Aide I (Utility Worker I(B))	184	SG 1 Step 1	₱ 8,934.00	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)	Level 1 - Basic CORE 1: Analytical Thinking; CORE 2: Managing Resources CORE 3: Flexible Thinking; Organizational 1: Drafting Skills Organizational 2: Client Focus:	Office of the Municipal Mayor

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 **July 31, 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](mailto:arvillahermosa03@yahoo.com)

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