


Electronic copy to be submitted to the CSC FO  
must be in MS Excel format

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:

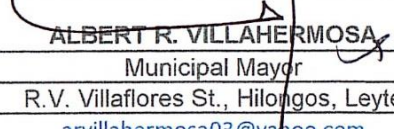
  
**ALBERT R. VILLAHERMOSA**  
(Head of Agency)  
Date: October 04, 2018

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 III (Driver I)	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; CORE 2: Managing Resources CORE 3: Flexible Thinking; Organizational 1: Drafting Skills Organizational 2: Client Focus:	Municipal Engineering Office

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 **October 24, 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.