


Republic of the Philippines
Municipality of Hinabangan
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 Local Government Unit of Hinabangan in the CSC website:


VIRGINIA B. CARDENAS
HRMO


Date: October 4, 2018

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	Municipal Government Department Head I (Internal Audit Service)	1011- 3	24	Php 54, 974.00	Bachelor's degree relevant to the job	24 hours of training in management and supervision, including Internal Auditing	4 years in position/s involving management and supervision and Internal Auditing	Career Service Professional/ Second Level Eligibility, preferably BAR/CPA, (RA 1080 or both Lawyer and CPA)	> Intellectual, interpersonal, communication, and information technology skills. > Clear understanding of the internal audit's contribution to effective governance. > Ability to develop plans and programs to contribute to the achievement of mandated objectives. > Strong management acumen and the ability to anticipate and assess management control. > Ability to build a strong network and credibility with Head of Agency and senior management. > Consistent observance of ethical principles.	Office of the Mayor
<i>*Nothing follows*</i>					<i>*Nothing follows*</i>					<i>*Nothing follows*</i>

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 _____.

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.

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


VIRGINIA B. CARDENAS
HRMO IV
Brgy. Rawis, Hinabangan, Samar, 6713
virginiacardenas25@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.