

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

**Republic of the Philippines
LOCAL GOVERNMENT UNIT - HINDANG, LEYTE
Request for Publication of Vacant Positions**

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of LGU- Hindang, Leyte in the CSC website:

Betty A. Cabal

BETTY A. CABAL
(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	Admin. Aide I (4) Casual	1,2,3,4	SG1	7,325.00	High School Grad.	None required	None required	None required	None	Mayor's Office
2										RHU
3										MTO
4										MCR
5										

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

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at
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:

Betty A. Cabal

BETTY A. CABAL

Municipal Mayor

Poblacion II, Hindang<leyte

mayorsofis@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.