

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

To: CIVIL SERVICE COMMISSION (CSC)

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

Betty A. Cabal

BETTY A. CABAL

(Head of Agency)

Date: July 18, 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 Assistant 11	26	8	11,397.00	Completion of two	4 hours relevant	1 yr. relevant experience	Career Sub-	None	Office of the Municipal Treasurer
2	(Disbursing Officer)				years studies in	training		Professional		
3					college			First level		
4										
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 later than August 6, 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;
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.