

Republic of the Philippines  
(Name of Agency)  
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: December 10, 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 1	1	1	7,357.00	Must be able to	None required	None required	None required		Mayor's Office
2	(4 Casual)	2			read and write					MCR
3		3								RHU
4		4								Market & Slaughterhouse

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 December 26, 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:

*Betty A. Cabal*

BETTY A. CABAL

Municipal Mayor

Poblacion II, Hindang, Leyte

[mayorsofis@yahoo.com](mailto:mayorsofis@yahoo.com)

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