

Republic of the Philippines  
**LOCAL GOVERNMENT UNIT OF HINUNDAYAN**  
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 HINUNDAYAN in the CSC website:

  
MA. BELLA J. GILBUENA, EnP

**HRMO**

Date: 1/16/2019

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	AUDIO - VISUAL EQUIPMENT OPERATOR I	24	3/1	7,971.00	High school graduate or completion of relevant vocational/ trade course	None Required	None Required	None Required (MC 11, s.96-Cat.III)		MPDO
2	MESSENGER	25	2/1	7,467.00	Elementary school graduate	None Required	None Required	None Required (MC 11, s.96-Cat.III)		MPDO
3	ADMIN. AIDE III (CLERK I)	27	3/1	7,971.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		MCRO
4	ADMIN. AIDE I (UTILITY WORKER I)	31	1/1	6,987.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s.96-Cat.III)		MBO
5	ADMIN. AIDE I (REPRODUCTION MACHINE OPERATOR I)	47	2/1	7,467.00	Elementary school graduate	None Required	None Required	None Required (MC 11, s.96-Cat.III)		MTO

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 February 1, 2019.

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 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:

**MA. BELLA J. GILBUENA, EnP**

MPDC/ HRMO - Designate

LGU - Hinundayan, Southern Leyte

[gilbuena2010@gmail.com](mailto:gilbuena2010@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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6	ADMIN. AIDE I (UTILITY WORKER I)	48	1/1	6,987.00	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		MTO
7	ADMIN. AIDE I (UTILITY WORKER I)	49	1/1	6,987.00	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		MTO
8	ADMIN. AIDE I (UTILITY WORKER I)	62	1/1	6,987.00	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		MSWDO
9	AGRICULTURAL TECHNOLOGIST	65	10/1	12,752.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		OMAS
10	AGRICULTURAL TECHNOLOGIST	66	10/1	12,752.00	Bachelor's degree relevant to the job	None required	None required	(Professional) Second Level Eligibility		OMAS

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
11	AGRICULTURAL TECHNICIAN I	68	6/1	9,696.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		OMAS
12	ADMIN. AIDE I (LABORER I)	76	1/1	6,987.00	Must be able to read and write	None required	None required	None required (MC 11, s.96-Cat. III)		MEO
13	ADMIN. AIDE I (LABORER I)	77	1/1	6,987.00	Must be able to read and write	None required	None required	None required (MC 11, s.96-Cat. III)		MEO
14	ADMIN. AIDE I (LABORER I)	78	1/1	6,987.00	Must be able to read and write	None required	None required	None required (MC 11, s.96-Cat. III)		MEO
15	ADMIN. AIDE I (LABORER I)	87	1/1	6,987.00	Must be able to read and write	None required	None required	None required (MC 11, s.96-Cat. III)		MENRO

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