

Republic of the Philippines
LGU-PADRE BURGOS, SOUTHERN 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-PADRE BURGOS, Padre Burgos, Southern Leyte in the CSC website:

FLORDELYN E. ACLAO

HRMO I

Date:

8/26/2020

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 V (Data Controller)	33	SG-6	8,993.82	Completion of two years in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional), Data Encoder (MC 11, s. 96 - Cat I), First Level Eligibility	N/A	OFFICE OF THE MUNICIPAL CIVIL REGISTRAR
2	Administrative Aide IV (Engineering Aide)	69.1	SG-4	8,858.25	High School Graduate or Completion of relevant vocational/trade course	None required	None required	None required (MC 11, s. 96 - Cat III, as amended)	N/A	OFFICE OF THE MUNICIPAL ENGINEER
3	Plumber I	70	SG-3	7,338.57	Elementary School Graduate	None required	None required	Pipeline or Plumber (MC 11, s. 96 - Cat II, as amended)	N/A	OFFICE OF THE MUNICIPAL ENGINEER
4	Administrative Aide I (Utility Worker I)	71	SG-1	7,309.10	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat III, as amended)	N/A	OFFICE OF THE MUNICIPAL ENGINEER
5	Administrative Aide I (Utility Worker I)	9	SG-1	7,309.10	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat III, as amended)	N/A	OFFICE OF THE MUNICIPAL MAYOR

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 September 11, 2020

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:

FLORDELYN E. ACLAO
Human Resource Management Officer I
Padre Burgos, Southern Leyte

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.