

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:

*F. E. ACLAO*  
FLORDELYN E. ACLAO  
HRMO I

Date: 12/13/2018

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 V (Data Controller III)	25	11	13,261.50	Completion of two years studies in college or High School graduate with relevant vocational/trade course	2 years of relevant experience	8 hours of relevant training	Civil Service(Subprofessional) Data Encoder(MC 11, s. 1996- Cat.1)First Level Eligibility	N/A	Office of the Sangguniang Bayan
2	Administrative Aide VI (Disbursing Officer I)	44	6	9,285.00	Completion of two years studies in college	None required	None required	First Level Eligibility (Sub-Professional)	N/A	Office of the Municipal Treasurer
3	Administrative Aide IV (Driver II)	28	4	8,077.50	Elementary School Graduate	None required	None required	Driver's License (MC 11, s 96 CAT IV, 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 December 28, 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:

FLORDELYN E. ACLAO  
Human Resource Management Officer I  
Padre Burgos, Southern Leyte  
[mayorsoffice2012@gmail.com](mailto:mayorsoffice2012@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.