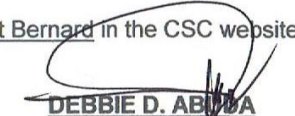


Republic of the Philippines  
Province of Southern Leyte  
Municipality of Saint Bernard  
Request for Publication of Vacant Positions

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 Saint Bernard in the CSC website:

  
**DEBBIE D. ABUDA**  
HRMO- Officer- In Charge  
Date: January 7, 2019

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignme
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aide III (Clerk I)	4	SG 3/ Step 1	P7,880.50	Completion of two years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	NA	Municipal Plannin and Developmen Office

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 January 28, 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:

DEBBIE D. ABUDA  
HRMO- Officer- In Charge  
LGU- Saint Bernard, Southern Leyte  
[hrmo2018lgusaintbernard@gmail.com](mailto:hrmo2018lgusaintbernard@gmail.com)

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