


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

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Local Government Unit of Saint Bernard in the CSC website:


/ July 5, 2018
HON. MANUEL O. CALAPRE
Municipal Mayor

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 III (Driver I)	16	SG 3/1	P7,880.50	Elementary School Graduate	None required	None required	Driver License (MC 11, s. 96- Cat. II)		Municipal Treasury's Office
2	Administrative Aide III (Clerk I)	9	SG 3/1	P7,880.50	Completion of two years studies in college	None required	None required	Career Level (Sub-Professional) First Level Eligibility		Sangguniang Bayan Office
3	Engineer I	82	SG 12/1	P14,895.00	Bachelor's degree in Engineering relevant to the job	None required	None required	RA 1080		Mun. Engineering 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 August 15, 2018.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at
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:

HON. MANUEL O. CALAPRE
Municipal Mayor
LGU- Saint Bernard, Southern Leyte
mayorsaintbernard_calapre@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.