

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:


HON. MANUEL O. CALAPRE

Municipal Mayor

Date: 7-20-18

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 III (Computer Operator II)	10a	SG 9/1	P11,941.50	Completion of two years studies in college of High School Graduate with relevant vocational/ trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) Data Encoder (MC 11,s.96- Cat. I) First Level Eligibility		Municipal Treasury's 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.