

Republic of the Philippines
MUNICIPALITY OF ABUYOG
Province of 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-Abuyog in the CSC website:

FRANCISCO C. BAUYA
HRMO 1V

Date: February 28, 2019

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	Supervising Administrative Officer (Admin. Officer 1V)	1	22	47,505.00	Bachelor's degree	16 hrs.of relevant training	3yrs. of relevant experience	Career Service (Professional) Second Level Eligibility		Abuyog Community College
16	Administrative Assistant III (Senior Bookkeeper)	7	9	15,267.00	Completion of two years studies in college	4 hrs. of relevant experience	1 yr. of relevant experience	Career Service (Subprofessional) First Level Eligibility		Abuyog Community College

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 March 15, 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;
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:

FRANCISCO C. BAUYA

HRMO 1V

LGU-Abuyog

abuyog_mayorsoffice@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.