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must be in MS Excel format

Republic of the Philippines
MUNICIPALITY OF ABUYOG
Province of Leyte
Request for Publication of Vacant Positions

RECEIVED
JUL 05 2019
CIVIL SERVICE COMMISSION
LEYTE FIELD OFFICE

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
FRANCISCO C. BAUYA
HRMO 1V

Date: July 3, 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	Guidance Counselor 11	6	11	18,679.00	Bachelor's degree relevant to the job.	None required	None required	Career Service (Professional) Second Level Eligibility		Abuyog Community College
2	Admin. Aide 111 (Driver 1)	7	3	11,219.00	Elementary School Graduate	none required	none required	Driver License (MC. 11.s. 96-Cat.11)		Office of the Mun. Disaster Risk Reduction and Management

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 July 20, 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. Authenticated Photocopy of certificate of eligibility/rating/license; and
4. Authenticated 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.