

Republic of the Philippines  
Local Government Unit of Bato, Leyte  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

I hereby request the publication of vacant positions, which are authorized to be filled, at the Local Government Unit of Bato in the CSC website:

  
MARIA VITA A. FABULAR  
HRMO

Date: December 20, 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) |                     |
| One (1) | Supervising Administrative Officer (Human Resource Management Officer IV) | 2A                 | 22/1                   | P 48,989.00    | Bachelor's Degree  | 16 hours of relevant training | 3 years of relevant experience | Career Service (Professional) Second Level Eligibility                                    |                            | LGU Bato, Leyte     |
| One (1) | Computer Operator III   | 49A                | 12/1                   | P 17,204.00    | Completion of two years studies in college or High School Graduate with relevant vocational/trade course | 8 hours of relevant training  | 2 years of relevant experience | Career Service (Subprofessional) Data Encoder (MC 11,s.96-Cat. I) First Level Eligibility |                            | LGU Bato, Leyte     |
| One (1) | Treasury Operations Officer I   | 49B                | 11/1                   | P 15,566.00    | Bachelor's degree relevant to the job  | None required                 | None required                  | Career Service (Professional) Second Level Eligibility                                    |                            | LGU Bato, Leyte     |
| One (1) | Nurse I   | 72A                | 10/1                   | P 19,233.00    | Bachelor of Science in Nursing   | None required                 | None required                  | RA 1080   |                            | LGU Bato, Leyte     |

|                |                                      |   |     |             |                                   |               |               |  |  |                    |
|----------------|--------------------------------------|---|-----|-------------|-----------------------------------|---------------|---------------|--|--|--------------------|
| One<br>(1)     | Bookbinder III                       | 39A   | 7/1 | P 11,804.00 | Elementary<br>School<br>Graduate  | None required | None required | None required<br>(MC II, s.96 -<br>Cat. III) |  | LGU Bato,<br>Leyte |
| Twenty<br>(20) | Administrative Aide I<br>(Laborer I) | 19R, 19S, 19T,<br>19U, 19V, 19W,<br>19X, 19Y, 19Z,<br>19AA, 150BB,<br>150CC, 150DD,<br>150EE, 150FF,<br>150GG, 150HH,<br>150II, 150JJ,<br>150KK | 1/1 | P 8,301.00  | Must be able to<br>read and write | None required | None required | None required                                |  | LGU Bato,<br>Leyte |
|                | nothing follows                      |   |     |             |                                   |               |               |  |  |                    |

The Local Government Unit of Bato encourages all interested and qualified applicants, including Persons With Disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender to apply and should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than January 15, 2020.

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:

MARIA VITA A. FABULAR

Human Resource Management Officer

LGU-Bato, J. Luna Street, Bato, Leyte

[mariavitaafabular@yahoo.com](mailto:mariavitaafabular@yahoo.com)

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