

Republic of the Philippines
LOCAL GOVERNMENT UNIT OF BURAUEN
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION
CSC Leyte Field Office
Gov't Center, Palo, Leyte

This is to request the publication of the following vacant positions of LGU-Burauen, Leyte, in the CSC website:


CARMELA CORAZON A. CREBILLO
HRMO II

Date: February 20, 2020

	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aide VI (Draftsman I)	120	6	167,664.00	2 year studies in College or High School Graduate with relevant vocation/ trade course	NONE required	1 year of relevant experience	Draftsman; MC 10 S.2013 Category II		LGU- Burauen
2	Utility Worker I	86	1	124,752.00	Able to read and write	NONE required	NONE required	NONE required MC 10 S. 2013 Category III		LGU- Burauen

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 5, 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; with attached Work Experience Sheet (4 copies)
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license
4. Photocopy of Transcript of Records.
5. Photocopy of certificates of trainings attended for the last 5 years

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

CARMELA CORAZON A. CREBILLO
HRMO II
Sto. Niño St. Burauen, Leyte
carmelacorazon.crebillo@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.