

Electronic copy to be submitted to the CSC FO  
must be in MS Excel format

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

To: **The Director II**  
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:

  
**JUANITO E. RENOMERON**  
Head of Agency

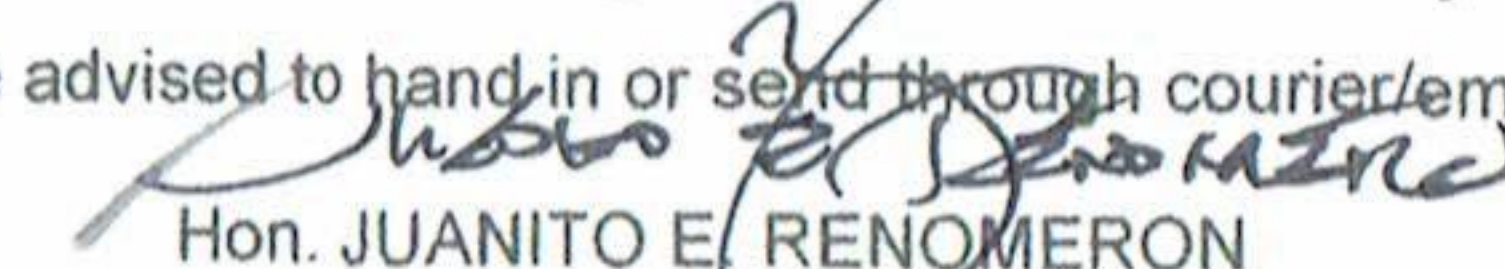
Date: March 11, 2019

	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Officer IV (Executive Secretary)	5	15	329,736.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		Mayor's Office
2	Project Development Officer II	26	15	329,736.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		Municipal Planning and Development Office
3	Local DRRM Assistant	7	8	180,984.00	Completion of 2 years in College	4 hours of relevant training	1 year of relevant experience on DRRM	Career Service (Sub-Professional) First Level of Eligibility		Municipal Disaster Risk Reduction Management 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 March 28, 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](http://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:

  
Hon. JUANITO E. RENOMERON  
Mayor  
Local Government Unit of Burauen  
Burauen, Leyte

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