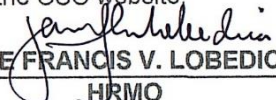


Republic of the Philippines  
**Local Government Unit of Hilongos**  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

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

  
**JANE FRANCIS V. LOBEDICA**  
**HRMO**

Date: May 29, 2019

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Supervising Labor and Employment Officer	206	SG 22 Step 1	₱ 55,521.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	Level 4 : Superior CORE 1: Analytical Thinking: CORE 2: Managing Resources CORE 3: Flexible Thinking: Organizational 1: Organizational Alignment Organizational 2: Organizational Knowledge Organizational 3: Developing Talent Leadership 1: Strategic Thinking	Public Employment Service Office
2	Administrative Aide IV (Clerk II)	204	SG 4 Step 1	₱ 11,232.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	Level 1 - Basic CORE 1: Analytical Thinking: CORE 2: Managing Resources CORE 3: Flexible Thinking: Organizational 1: Drafting Skills Organizational 2: Client Focus:	Office of the Secretary to the Sanggunian

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 **June 14, 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);
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:

**JANE FRANCIS V. LOBEDICA**

Administrative Officer I/In-Charge on Personnel Matter

R.V. Villaflores Street, Hilongos, Leyte

[jane.lobedica@yahoo.com](mailto:jane.lobedica@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.