

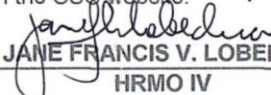


Republic of the Philippines  
**Local Government Unit of Hilongos**  
Request for Publication of Vacant Positions

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

To: CIVIL SERVICE COMMISSION (CSC)

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

  
**JANE FRANCIS V. LOBEDICA**  
HRMO IV

Date: June 16, 2020

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	Municipal Government Department Head I (PESO Manager)	205	SG 24 Step 1	₱ 72,313.00	Bachelor's degree preferable in any of the following: Operations Management (OM); Human Resource Management (HRM); Human Resource Development (HRD); and/or allied fields	None required	3 years of supervisory/ management experience in program management relative to employment facilitation	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

The Local Government Unit of Hilongos encourages all Interested and qualified applicants, including Persons with Disability (PWD), and member of the indigenous communities, irrespective of sexual and gender orientation 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 **July 03, 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:

**JANE FRANCIS V. LOBEDICA**  
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HRMO IV  
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R.V. Villaflores Street, Hilongos, Leyte  
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[jane.lobedica@yahoo.com](mailto:jane.lobedica@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.