

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

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Local Government Unit of Hilongos in the CSC website:

**ALBERT R. VILNAHERMOSA**

(Head of Agency) *AS*

Date: October 24, 2018

| No. | Position Title                              | Plantilla Item No. | Salary/ Job/ Pay Grade | Monthly Salary | Qualification Standards                    |               |               |  |   | Place of Assignment                |
|-----|---|--------------------|------------------------|----------------|--|---------------|---------------|--|---|------------------------------------|
|     |   |                    |                        |                | Education                                  | Training      | Experience    | Eligibility  | Competency (if applicable)  |                                    |
| 1   | Midwife I                                   | 165                | SG 9 Step 1            | ₱ 17,473.00    | Completion of Midwifery Course             | None required | None required | RA 1080  | Level 1 - Basic<br>CORE 1: Analytical Thinking;<br>CORE 2: Managing Resources<br>CORE 3: Flexible Thinking;<br>Organizational 1: Drafting Skills<br>Organizational 2: Client Focus: | Municipal Health Office            |
| 2   | Administrative Aide IV (Accounting Clerk I) | 196                | SG 4 Step 1            | ₱ 10,773.00    | Completion of two years studies in college | None required | None required | Career Service (Subprofessional) First Level Eligibility | Level 1 - Basic<br>CORE 1: Analytical Thinking;<br>Managing Resources<br>Flexible Thinking;<br>Organizational 1: Drafting Skills<br>Organizational 2: Client Focus:                 | Office of the Municipal Accountant |
| 3   | Administrative Aide II (Book Binder I)      | 197                | SG 2 Step 1            | ₱ 9,520.00     | Elementary School Graduate                 | None required | None required | None required (MC 11, s. 96 - Cat. III)                  | Level 1 - Basic<br>CORE 1: Analytical Thinking;<br>Managing Resources<br>Flexible Thinking;<br>Organizational 1: Drafting Skills<br>Organizational 2: Client Focus:                 | Office of the Municipal Accountant |

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 orientation and gender to apply and should signify their interest in writing. Attach the following documents to the application letter and sent to the address below not later than **November 12, 2018**.

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 present position for one (1) year (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

**ALBERT R. VILLAHERMOSA**

Municipal Mayor

R.V. Villaflores St., Hilongos, Leyte

[arvillahermosa03@yahoo.com](mailto:arvillahermosa03@yahoo.com)

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