



Republic of the Philippines
Municipality of Hinabangan

Request for Publication of Vacant Positions

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

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the LGU- HINABANGAN in the CSC website:

Virginia B. Cardenas
VIRGINIA B. CARDENAS

HRMO

Date:

July 11, 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	Municipal Government Department Head I (Internal Auditor)	MGDH1 (IA) -3-2018	24	Php. 54, 974.00	Bachelor's Degree	24 hours of training in management and supervision	3 years of relevant experience involving management and supervision	Career Service Professional/ Second Level Eligibility	>Intellectual, interpersonal, communication, and information technology skills; >Clear understanding of the internal audit's contribution to effective governance; >Ability to develop plans and programs to contribute to the achievement of mandated objectives; >Strong management acumen and the ability to anticipate and assess management control; >Ability to build a strong network and credibility with Head of Agency and senior management.	Office of the Internal Control Officer
2	Municipal Accountant	MACCT-63-2016	24	Php. 54, 974.00	Bachelor's Degree in Commerce/ Business Administration major in Accounting	None required.	3 years experience in the treasury or accounting service	RA 1080 (CPA)	>Professional knowledge; >Financial monitoring and analysis; >Decision making; >Supervision; >Communication and interpersonal skills.	Office of the Municipal Accountant
3	Park Attendant III	PA3-101-2017	6	Php. 10, 755.00	Must be able to read and write.	None required.	None required.	None required. (MC 11, s. 96- Cat.III)	N/A	Office of the Municipal Engineer
Nothing follows					***Nothing follows***				***Nothing follows***	

The Local Government Unit of Hinabangan 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 send to the address below not later than _____.

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;
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:

VIRGINIA B. CARDENAS

HRMO IV

LGU- Hinabangan

Brgy. Rawis, Hinabangan, Samar, 6713

virginiacardenas25@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.