



Republic of the Philippines
Municipality of Hinabangan

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 positions, which are authorized to be filled, at the **LGU- HINABANGAN** in the CSC website:


VIRGINIA B. CARDENAS

HRMO

Date:

09/30/2020

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 Assistant Department Head I (Accountant IV)	MGADH1-77-2011	22	P50, 150.00	Bachelor's Degree in Commerce/ Business Administration Major in Accounting	120 hours relevant training (40 hours of technical training; and 80 hours management training)	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
2	Municipal Government Assistant Department Head I (Engineer IV)	MGADH1-118-2011	22	P50, 150.00	Bachelor's Degree in Civil Engineering	120 hours relevant training (40 hours of technical training; and 80 hours management training)	3 years experience in the practice of engineering	RA 1080 (Engineer)	>Engineering Leadership; >People Management; >Networking; >Public Speaking; >Project Management; >Creativity in the specialized subject; >Apply innovative ideas to provide solutions to engineering problems; > Must be reliable and should be committed to complete the projects in stipulated duration planned.	Office of the Municipal Engineer

*****Nothing follows*****

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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.