



Republic of the Philippines
Municipality of Hinabangan

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

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 **LGU- HINABANGAN** in the CSC website:

(Signature)
VIRGINIA B. CARDENAS
HRMO

Date: 10/19/2020

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Municipal Government Assistant Department Head I	MGADH1-77-2011	22	P50, 150.00	Master's degree OR Certificate in Leadership and Management from the CSC	120 hours of supervisory/ management learning and development intervention	Three (3) years of relevant experience	RA 1080 (Certified Public Accountant)	<ul style="list-style-type: none"> >Building collaborative, inclusive working relationships (Advanced) >Managing performance and coaching for results (Advanced) >Leading Change (Advanced) >Thinking strategically and creatively (Advanced) >Creating and nurturing a high performing organization (Advanced) 	Office of the Municipal Accountant

2	Municipal Government Assistant Department Head I	MGADH1-118-2011	22	P50, 150.00	Master's degree OR Certificate in Leadership and Management from the CSC	120 hours of supervisory/ management learning and development intervention	Three (3) years of relevant experience	RA 1080 (Civil Engineer)	<ul style="list-style-type: none"> >Building collaborative, inclusive working relationships (Advanced) >Managing performance and coaching for results (Advanced) >Leading Change (Advanced) >Thinking strategically and creatively (Advanced) >Creating and nurturing a high performing organization (Advanced) 	Office of the Municipal Engineer
3	Municipal Government Department Head I (Internal Auditor)	MGDH1-113-2018	24	P63,806.00	Master's degree OR Certificate in Leadership and Management from the CSC	120 hours of supervisory/ management learning and development intervention	4 years in position/s involving management and supervision	RA 1080 (Certified Public Accountant)	<ul style="list-style-type: none"> • Prepare office performance; • Evaluate internal audit plan; • Establishes internal audit procedure; • Conduct training needs analysis • Evaluate programs and projects; • Organize linkages and network for productive partnership; • Evaluate internal audit process 	Office of the Internal Control Officer
4	Municipal Assessor	MASS-65-2018	24	P63,806.00	Bachelor's degree preferably in Civil or Mechanical Engineering, Commerce, or any other related course	None required	Three (3) years experience in real property assessment work or in any related field	RA 1080 (Real State Service)	<ul style="list-style-type: none"> >Building collaborative, inclusive working relationships (Advanced) >Managing performance and coaching for results (Advanced) >Leading Change (Advanced) >Thinking strategically and creatively (Advanced) >Creating and nurturing a high performing organization (Advanced) 	Office of the Municipal Assessor
5	Administrative Aide I (Laborer I)	ADA1-14-1991	1	P8,663.00	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 Mayor
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 **November 6, 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;
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.