



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: 11/26/2020

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 (Assistant Municipal Accountant)	MGADH1-77-2011	22	P50, 150.00	Master's degree OR Certificate in Leadership and Management from the CSC (Preferably Major in Accountancy)	120 hours relevant training (40 hours of technical training; 80 hours management training)	Three (3) years of supervisory/ management experience	Career Service Professional/ Second Level Eligibility Preferably 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 (Assistant Municipal Engineer)	MGADH1-118-2011	22	P50, 150.00	Master's degree OR Certificate in Leadership and Management from the CSC (Preferably in Civil Engineering)	120 hours relevant training (40 hours of technical training; 80 hours management training)	Three (3) years of supervisory/management experience	Career Service Professional/ Second Level Eligibility Preferably 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
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.