

Republic of the Philippines
LOCAL GOVERNMENT UNIT, HINDANG, LEYTE
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 Local Government Unit of Hindang in the CSC website:

wmbuenafe

WENCESLINA M. BUENAFE

HRMO

Date: June 14,2019

No.	Position Title (Perenthetical 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	Population Program Worker II	27	7	11,017.00	Completion of two (2) years studies in	None required	None required	Career Service sub- Professional		Office of the Mayor
2	Revenue Collection Clerk II	7	7	11,017.00	Completion of two (2) years studies in college	None required	None required	Career Service sub- Professional		Office of the Mun.Treasurer
3										
4										
5										

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later June 28, 2019 .

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:

wmbuenafe

WENCESLINA M. BUENAFE

Administrative Officer II

Mabini Street, Brgy. Poblacion II, Hindang, Leyte

b_wenceslina@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.