



Republic of the Philippines
Province of Southern Leyte
MUNICIPALITY OF HINUNANGAN

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 - HINUNANGAN in the CSC website:


SUSIE M. BAYANO

HRMO

Date: November 23, 2020

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Experience	Training	Eligibility	Competency (if applicable)	
1	ADMINISTRATIVE OFFICER I (Record Officer I)	16	10/1	₱ 15,386.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		Office of the Sangguniang Bayan

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 than December 8, 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:


SUSIE M. BAYANO

HRMO I

LGU - HINUNANGAN, SOUTHERN LEYTE

lguhinunangan@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.