

Republic of the Philippines
LOCAL GOVERNMENT UNIT OF HINUNDAYAN
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 Hinundayan** in the CSC website:


ELISA C. CADANGAN

Municipal Mayor

Date: 02/20/2020

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 Department Head I (LDRRMO)	MDRRMO-2020-01	24	48,200.00	Bachelor's Degree	24 hours of training in management and supervision on DRRM	4 years in position involving management and supervision, 1 year of which is relevant to DRRM	CS (Professional) Second Level Eligibility		Municipal Disaster Risk Reduction Management Office
2	Administrative Assistant II (Local DRRM Assistant)	MDRRMO-2020-02	8	11,235.00	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience on DRRM	CS (Sub-Professional) First Level Eligibility		Municipal Disaster Risk Reduction Management Office
3	Administrative Assistant II (Local DRRM Assistant)	MDRRMO-2020-03	8	11,235.00	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience on DRRM	CS (Sub-Professional) First Level Eligibility		Municipal Disaster Risk Reduction Management Office
4	Administrative Assistant II (Data Entry Machine Operator II)	MPDO-2020-01	8	11,235.00	Completion of 2 years studies in college or high school graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	CS (Sub-Professional) Data Encoder First Level Eligibility		Municipal Planning and Development Office
5	Administrative Officer II (Budget Officer I)	MB0-2020-01	11	13,929.50	Bachelor's degree relevant to the job	None Required	None Required	CS (Professional) Second Level Eligibility		Municipal Budget Office

6	Admin. Officer I (Records Officer I)	MACCO-2020-01	10	12,927.50	Bachelor's degree	None Required	None Required	CS (Professional) Second Level Eligibility		Municipal Accounting Office
7	Municipal Government Department Head I (Municipal Assessor I)	2019-45	24	48,200.00	Bachelor's degree preferably in Civil or Mechanical Engineering, Commerce or any other related course	None	3 years experience in real property assessment work or in any related field	RA 1080		Municipal Assessment Services Office
8	Assessment Clerk III	MASSO-2020-01	9	12,060.50	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS (Sub- Professional) First Level Eligibility		Municipal Assessment Services Office
9	Engineer I	MEO-2020-01	12	15,237.50	Bachelor's degree in Engineering relevant to the job	None Required	None Required	RA 1080		Municipal Engineering Office
10	Municipal Government Department Head I (Municipal Environment and Natural Resources Officer I)	70	24	48,200.00	Bachelor's degree in Environment, Forestry, Agriculture or any related course	None	3 years experience in environmental and natural resources management, conservation and utilization	First grade or its equivalent		Municipal Environment and Natural Resources Office

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 March 09, 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

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

MA. BELLA J. GILBUENA, EnP

MPDC / HRMO-Designate

MPDC Office, LGU-Hinundayan, Southern Leyte

mpdchinundayan@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.