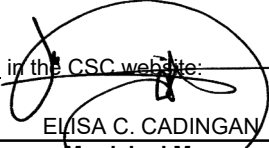


Electronic copy to be submitted to
the CSC FO
must be in MS Excel format

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: 10 02 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 (Municipal Treasurer)	1997-26	24/1	51,309.00	Bachelor's degree preferably in Commerce, Public Administration or Law	None required	3 years experience in treasury or accounting service	First Grade or its equivalent		MTO
2	Administrative Officer III (Cashier II)	1999-35	14/1	18,546.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		MTO
3	Midwife I	2014-72	6/1	14,340.00	Completion of the Midwifery Course	None required	None required	RA 1080		MHO
4	Sanitation Inspector I	2008-69	6/1	14,340.00	Completion of 2 years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		MHO

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 October 17, 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:

MA. BELLA J. GILBUENA, EnP

MPDC/ HRMO - Designate

LGU - Hinundayan, Southern Leyte

gilbuena2010@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.