

Republic of the Philippines  
Municipality of Libagon  
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 Municipality of Libagon in the CSC website:

*Alm*  
AGUSTINA L. SOLSONA  
HRMA

Date: December 17, 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	Administrative Aide VI (Electrician II)	57	6	10,038.00.	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Electrician (Building Wiring) (-250 volts) (MC 11, s. 96 - Cat. I)	N/A	Municipal Engineering Office
2	Social Welfare Officer II	34	15	20,307.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Municipal Social Welfare and Development Office
3	Local Legislative Staff Assistant III	88	10	13,103.00	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	Sangguniang Bayan Office
4	Local Legislative Staff Assistant II	89	8	11,397.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	Sangguniang Bayan Office
5	Local Legislative Staff Employee II (Utility Worker, Messenger)	25	4	8,872.00	Elementary School Graduate	None required	None required	None Required (MC 11, s. 96 - Cat. III)	N/A	Sangguniang Bayan Office
6	Administrative Aide III (Driver I)	20	3	8,340.00	Elementary School Graduate	None required	None required	Driver's License (MC 11, s. 96 - Cat. II)	N/A	Office of the Municipal Mayor
7	Administrative Aide I (Utility Worker I)	66	1	7,357.00	Must be able to read and write	None required	None required	None required	N/A	Office of the Municipal Mayor

8	Human Resource Management Officer	67	11	14,125.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Office of the Municipal Mayor
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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 January 4, 2021.

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](http://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:

  
AGUSTINA L. SOLSONA  
Human Resource Management Assistant  
Municipality of Libagon, Libagon, So. Leyte  
[tinasolsona@gmail.com](mailto:tinasolsona@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.