

Republic of the Philippines
Province of Southern Leyte
Municipality of Saint Bernard
Request for Publication of Vacant Positions

o: 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 Saint Bernard in the CSC website:

DEBBIE D. ABUDA

HRMO- Officer- In Charge

Date: February 15, 2019

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 III (Laborer II)	136	SG 3/ Step 1	P8,540.00	Must be able to read and write	None required	None required	None Required (MC 11,s. 96- Cat. III)	NA	Office of the Municipal Mayor

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 15, 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:

DEBBIE D. ABUDA

HRMO- Officer- In Charge

LGU- Saint Bernard, Southern Leyte

hrmo2018lgusaintbernard@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.