

Republic of the Philippines
Province of Southern Leyte
Municipality of Saint Bernard
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 Saint Bernard in the CSC website:


DEBBIE D. ABUDA

HRMO I

Date: June 5, 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 Assessor I	48	SG 24/ Step 1	P54,974.00	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 (Real Estate Service)	NA	Municipal Assessor's Office
2	Municipal Government Department Head I (General Services Officer)	114	SG 24/ Step 1	P54,974.00	Bachelor's degree	24 hours of training in management and supervision	3 years in position/s involving management and supervision	Career Service Professional Second Level Eligibility	NA	General Services Office
3	Administrative Assistant V (Data Controller III)	80	SG 11/ Step 1	P15,134.00	Completion of two years studies in college or High School Graduate with relevant vocational/ trade school	8 hours of relevant training	2 years of relevant experience	Career Service Sub-Professional Data Encoder MC 11, s. 96- Cat. I First Level Eligibility	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 June 30, 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:

DEBBIE D. ABUDA
HRMO I
LGU- Saint Bernard, Southern Leyte
hrmo2018lgusaintbernard@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.