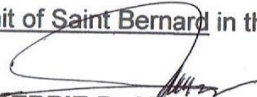


Republic of the Philippines  
Province of Southern Leyte  
Municipality of Saint Bernard  
Request for Publication of Vacant Positions

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 I

Date: July 3, 2019

| o. | Position Title<br>(Parenthetical Title, if applicable) | Plantilla<br>Item No. | Salary/<br>Job/<br>Pay<br>Grade | Monthly Salary | Qualification Standards   |               |                  |  | Place of<br>Assignment |                               |
|----|--|-----------------------|---------------------------------|----------------|---|---------------|------------------|--|------------------------|-------------------------------|
|    |  |                       |                                 |                | Education   | Training      | Experience       | Eligibility  |                        | Competency<br>(if applicable) |
|    | Administrative Assistant I<br>(Computer Operator I)    | 62a                   | SG 7/<br>Step 1                 | P11,089.00     | Completion of two years<br>studies in college or High<br>School Graduate with<br>relevant vocational/ trade<br>course | None Required | None<br>Required | Career Service (Subprofessional)<br>Data Encoder<br>(MC 11,s. 96- Cat. I)<br>First Level Eligibility | NA                     | Sangguniang<br>Bayan 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 July 31, 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](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:

DEBBIE D. ABUDA

HRMO- Officer- In Charge

LGU- Saint Bernard, Southern Leyte

[hrmo2018lgusaintbernard@gmail.com](mailto:hrmo2018lgusaintbernard@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**