

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: August 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 (Clerk I)	5	SG 3/ Step 1	P8,540.00	Completion of two years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	NA	Office of the Municipal Mayor
2	Administrative Assistant II (Social Welfare and Development Assistant)	64	SG 8/ Step 1	P11,864.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	NA	Municipal Social Welfare and Development 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 September 2, 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 I

LGU- Saint Bernard, Southern Leyte

hrmo2018lgusaintbernard@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.