

Republic of the Philippines
MGO SAINT BERNARD, SOUTHERN LEYTE
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 MGO SAINT BERNARD, SOUTHERN LEYTE in the CSC website:

DEBBIE D. ABUDA
HRMO II

Date: January 18, 2024

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	Social Welfare Officer III	63	18/1	P33,902.00	Bachelor's degree in Social Work	8 hours of relevant training	2 years of relevant experience	RA 1080(Social Worker)	Not Applicable	Municipal Social Welfare and Development Office
2	Administrative Aide VI (Accounting Clerk II)	26	6/1	P12,658.00	Completion of two years studies in college	None required	None required	Career Service Sub-professional First Level Eligibility	Not Applicable	Municipal Accounting Office
3	Administrative Aide I (Utility Worker I)	96	1/1	P9,388.00	Must be able to read and write	None required	None required	None required MC 11, s. 96- Cat. III	Not Applicable	Municipal Accounting Office
4	xxxxxxxx	xxxxxxxx	xxxxxxxx	xxxxxxx	xxxxxxxx	xxxxxxxxxxxx	xxxxxxxxxxxx	xxxxxxxxxxxx	xxxxxxxxxxxx	xxxxxxxx
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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 February 3, 2024.

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.
5. The Office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.