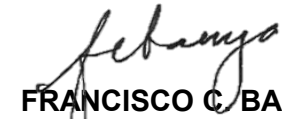




To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of LGU-Abuyog in the CSC website:


FRANCISCO C. BAUYA
HRMO 1V

Date: August 20, 2021

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Experience	Training	Eligibility	Competency (if applicable)	
1	Administrative Assistant II (Human Resource Management Assistant)	3	8	15,755.00	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) First Level Eligibility		Human Resource Management Office
2	Admin. Aide II (Messenger)	12	2	12,276.00	Elementary School Graduate	None required	None required	None required (MC 11, s. 96-CAT.III)		Office of the Municipal Assessor
3	Admin. Aide I (Utility Worker I)	21	1	10,396.00	Must be able to read and write	None required	None required	None required (MC 11, s. 96-CAT.III)		Office of the Municipal Treasurer
"" NOTHING FOLLOWS""										

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 Sept. 5, 2021.

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. Authenticated Photocopy of Transcript/School Records; and
4. Authenticated Photocopy of Certificate of Eligibility /Rating/License.

FRANCISCO C. BAUYA
Supervising Admin. Officer
HRMO 1V
LGU-Abuyog

abuyog_mayorsoffice@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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A handwritten signature or scribble consisting of several overlapping, curved lines. The top part is dense and somewhat horizontal, while the bottom part features two long, vertical, slightly curved strokes that extend downwards.