

Republic of the Philippines  
LGU-BABATNGON  
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 LGU-BABATNGON in the CSC website:

ATTY. LITO ERCILLA ODON  
Human Resource Management Officer V

Date: \_\_\_\_\_

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Eleven (11) Clerk I (Casual)		3		Completion of 2 years college studies	None required	None required	None		MO
2	Six (6)-laborer I (Casual)		1		Must be able to interpret verbal or written instruction	None required	None required	None		MO
3	Five(5)-Driver I (Casual)		3		Must be able to read and understand instruction, with valid professional driver's license	None required	None required	None		MO/RHU
4	Eight (8)-Administrative Aide I (Casual)		1		Completion of secondary school course	None required	None required	None		MO/HR

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 \_\_\_\_\_.

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);

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

**ATTY. LITO ERCILLA ODON**  
Human Resource Management Officer V  
LGU-BABATNGON  
(E-mail Address)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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5	Two(2)- Utility Worker I(Casual)		1		Completion of elementary school course	None required	None required	None	None	MO
6	Three(3)- Revenue Collection Clerk I (Casual)		5		Completion of two years college studies	None required	None required	None	None	MTO
7	One (1) Budgeting Aide (Casual)		4		Completion of two years college studies	None required	None required	None	None	MBO
8	Three(3)- ticket Checker(Casual)		3		Completion of secondary school course	None required	None required	None	None	MTO

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9	One (1) Meter Reader I (Casual)		4		Completion of two years college studies	None required	None required	None		MTO
10	One (1) Nursing Attendant (Casual)		4		Completion of secondary school course	None required	None required	None		RHU
11	One (1) Social Welfare Aide (Casual)		4		Completion of two years college studies	None required	None required	None		MSWDO
12	License Inspector I (Casual)		6		Completion of two years college studies	None required	None required	None		MAO

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