

Republic of the Philippines  
Local Government Unit of Burauen  
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- Burauen in the CSC website

  
**KATHLEEN M. SETOSTA**  
HRMO DESIGNATE

Date: June 28, 2021

| No. | Position Title<br>(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   | Revenue Collection Clerk<br>1                          | 45                 | 5                      | 13,748.00      | Completion of 2 years studies in College | None required | None required | Career Service (Subprofessional) First Level Eligibility |                     | LGU- Burauen               |

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:

**KATHLEEN M. SETOSTA**  
HRMO DESIGNATE  
LGU- Burauen Sto. Niño St. Burauen, Leyte  
[kathleensetosla21@gmail.com](mailto:kathleensetosla21@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.