

Republic of the Philippines  
Local Government Unit of Burauen  
Request for Publication of Vacant Positions

Electronic copy to be submitted  
to the CSC FO

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 29, 2021

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		
1	Day Care Worker I	95	6	14,580.00	High School Graduate	None required	None required (MC 11, s.96- Cat III)		LGU- Burauen
2	Local DRRM Assistant	7	8	16,426.00	Completion of 2 years studies in College	4 Hours of Relevant Training	1 year of relevant experience on DRRM	Career Service (Subprofessional) First Level Eligibility	LGU- Burauen
3	Draftsman II	60	8	16,426.00	Completion of 2 years studies in College or High School Graduate with relevant	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility (MC 10, s.2013 cat II)	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  
[kathleen.setosta@lgburauen.com](mailto:kathleen.setosta@lgburauen.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.