



Republic of the Philippines
Municipality of Hinabangan

Electronic copy to be submitted to the CSC FO
must be in MS Excel format

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- HINABANGAN** in the CSC website:

Virginia B. Cardenas
VIRGINIA B. CARDENAS
HRMO

Date: 01/25/2021

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	Administrative Aide III (Driver I)	ADA3-51-2018	SG-3	P9, 764.00	Elementary School Graduate	None Required	None Required	Professional Driver's License (MC 10, s.2013- Cat IV)	N/A	Office of the Municipal Mayor
2	Administrative Aide I (Utility Worker I)	ADA1-23-2017	SG-1	P8, 663.00	Must be able to read and write	None required	None required	None required (MC 10, s.2013- Cat III)	N/A	Office of the Municipal Mayor
Nothing follows				***Nothing follows***				***Nothing follows***		

The **Local Government Unit of Hinabangan** encourages all interested and qualified applicants, including Persons With Disability (PWD), and member of the indigenous communities, irrespective of sexual orientation and gender to apply and 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;
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:

VIRGINIA B. CARDENAS

HRMO IV

LGU- Hinabangan

Brgy. Rawis, Hinabangan, Samar, 6713

virginiacardenas25@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.