



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
HRMO

Date: 06/16/2021

| No. | Position Title (Parenthetical Title, if applicable) | Plantilla Item No. | Salary/ Job/ Pay | Monthly Salary | Qualification Standards | | | | | Place of Assignment |
|-----|---|--------------------|------------------|----------------|---|--|---|---|--|------------------------------------|
| | | | | | Education | Training | Experience | Eligibility | Competency (if applicable) | |
| 1 | Municipal Government Assistant Department Head I (Assistant Municipal Accountant) | MGADH1-77-2011 | 22 | P50, 150.00 | Bachelor's Degree preferably in Accountancy | 120 hours of supervisory/ management learning and development intervention | Three (3) years of supervisory/ management experience | R.A. 1080 (Certified Public Accountant) | <ul style="list-style-type: none"> >Building collaborative, inclusive working relationships (Advanced) >Managing performance and coaching for results (Advanced) >Leading Change (Advanced) >Thinking strategically and creatively (Advanced) >Creating and nurturing a high performing organization (Advanced) | Office of the Municipal Accountant |

| | | | | | | | | | | |
|-----------------------|---|-----------------|----|-----------------------|--|---|--|---|--|--|
| 2 | Municipal Government Assistant Department Head I (Assistant Municipal Engineer) | MGADH1-118-2011 | 22 | P50, 150.00 | Bachelor's Degree preferably in Civil Engineering | 120 hours of supervisory/management learning and development intervention | Three (3) years of supervisory/management experience | R.A. 1080 (Civil Engineer) | <ul style="list-style-type: none"> >Building collaborative, inclusive working relationships (Advanced) >Managing performance and coaching for results (Advanced) >Leading Change (Advanced) >Thinking strategically and creatively (Advanced) >Creating and nurturing a high performing organization (Advanced) | Office of the Municipal Engineer |
| 3 | Municipal Government Assistant Department Head I (Assistant Municipal Budget Officer) | MGADH1-69-2010 | 22 | P50, 150.00 | Bachelor's Degree preferably in Accounting, Economics, Public Administration or any related course | 120 hours of supervisory/management learning and development intervention | Three (3) years of supervisory/management experience | First Grade Civil Service Eligible or its equivalent. | <ul style="list-style-type: none"> >Building collaborative, inclusive working relationships (Advanced) >Managing performance and coaching for results (Advanced) >Leading Change (Advanced) >Thinking strategically and creatively (Advanced) >Creating and nurturing a high performing organization (Advanced) | Office of the Municipal Budget Officer |
| ***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 **June 30, 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. 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.