

Republic of the Philippines  
**MGO HINDANG, LEYTE**  
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 Local Government Unit of Hindang in the CSC website:

*wmbuenafe*

**WENCESLINA M. BUENAFE**

HRMO

Date: November 2, 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 (Clerk I)	61	3	9,500.00	Completion of two (2) years studies in college	None required	None required	Carreer Service Sub Professional (First level Eligibility)	None	Office of the Municipal Accountant
2										
3										
4										
5										

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 November 17, 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](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:

*wmbuenafe*

**WENCESLINA M. BUENAFE**

Administrative Officer II

Mabini Street, Brgy. Poblacion II, Hindang, Leyte

[b\\_wenceslina@yahoo.com](mailto:b_wenceslina@yahoo.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**