



Republic of the Philippines  
**MGO HINUNANGAN, SOUTHERN 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 MGO HINUNANGAN, SOUTHERN LEYTE in the CSC website:

SUSIE M. BAYANO  
HRMO

Date:

April 29, 2022

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	LDRRMO ASSISTANT	13-B	8	₱ 14,601.00	Completion of 2 years in College	1 year of relevant experience on DRRM	4 hours of relevant training	Career Service (Subprofessional) First Level Eligibility		Office of the Municipal Mayor
2	LDRRMO ASSISTANT	13-C	8	₱ 14,601.00	Completion of 2 years in College	1 year of relevant experience on DRRM	4 hours of relevant training	Career Service (Subprofessional) First Level Eligibility		Office of the Municipal Mayor
3										
4										
5										
6										
7										
8										
9										
10										

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 May 17, 2022.

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:

SUSIE M. BAYANO  
HRMO I  
LGU - HINUNANGAN, SOUTHERN LEYTE  
[lguhinunangan@gmail.com](mailto:lguhinunangan@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.