

Republic of the Philippines  
LGU-PADRE BURGOS, SOUTHERN LEYTE  
Request for Publication of Vacant Positions

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

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the LGU-PADRE BURGOS, SOUTHERN LEYTE in the CSC website:

FLORELYNE E. ACLAO  
HRMO  
Date: 05/13/2022

| No. | Position Title<br>(Parenthetical Title, if applicable) | Planilla Item No. | Salary/ Job Pay Grade | Monthly Salary | Qualification Standards |                                       |                                      |   | Place of Assignment |                               |
|-----|--|-------------------|-----------------------|----------------|-------------------------|---------------------------------------|--------------------------------------|---|---------------------|-------------------------------|
|     |  |                   |                       |                | Education               | Training                              | Experience                           | Eligibility   |                     | Competency (if applicable)    |
| 1   | Local Disaster Risk Reduction Management Officer II    | 2                 | 15                    | 22,036.50      | Bachelor's Degree       | 1 year of relevant experience on DRRM | 4 hours of relevant training on DRRM | Carrer Service (Professional), Second Level Eligibility | N/A                 | Office of the Municipal Mayor |
| 2   |  |                   |                       |                |                         |                                       |                                      |   |                     |                               |
| 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 30, 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:

FLORELYNE E. ACLAO  
HRMO  
Padre Burgos, Southern Leyte  
[mayorsoffice2012@gmail.com](mailto:mayorsoffice2012@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.