

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

ectadul/p
CRISPINA C. ADOLFO
HRMO

Date: 05/29/2023

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	Municipal Government Department Head 1 (Municipal Assessor 1)	2019-45	24	58,384.00	Bachelor's degree preferably in Civil or Mechanical Engineering, Commerce or any other related course	None	3 years experience in real property assessment work or in any related field	RA 1080 (Real Estate Service)		Municipal Assessment Services Office
2	Municipal Government Department Head I (Municipal Social Welfare and Development Officer I)	2017-79	24	58,384.00	Masteral Degree with Bachelor's Degree in Social Work	24 hours of training in management and supervision	4 years in position involving management and supervision	RA 1080 (Social Worker)		Municipal Social Welfare and Development Office
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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 June 13, 2023

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.
5. This Office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

EVELYN T. LEE, CPA

(Municipal Mayor)

(LGU Hinundayan, Southern Leyte)

mayorsoffice.hinundayan2022@gmail.com