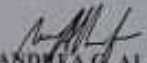


Republic of the Philippines
MUNICIPALITY OF HUNGDUAN
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the MUNICIPAL LOCAL GOVERNMENT UNIT OF HUNGDUAN in the CSC website:


MARIA ALEXANDREA G. ALHAMBRA

HRMO I - DESIGNATE

Date: MAY 5, 2021

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	QUALIFICATION STANDARDS					Place of Assignment
					Education	Experience	Training	Eligibility	Competency (if applicable)	
1	Administrative Officer III (Records Officer II)	1.15	14	23,099.00	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	N/A	Office of the Municipal Mayor

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 21, 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.

Note: Application shall be addressed to HON. CASAN P. DUMULAG, Municipal Mayor, Hungduan, Ifugao

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

MARIA ALEXANDREA G. ALHAMBRA

HRMO I - DESIGNATE

POBLACION, HUNGDUAN, IFUGAO

cahungduan.hrmo@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.