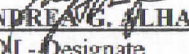


Republic of the Philippines
MUNICIPALITY OF HUNGDUAN
Request for Publication of Vacant Positions

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: JUNE 24, 2021

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	QUALIFICATION STANDARDS					
					Education	Experience	Training	Eligibility	Competency (if applicable)	Place of Assignment
1	Local Disaster Risk Reduction and Management Officer II	1.08	15	25,181.00	Bachelor's Degree	1 year of relevant experience on DRRM	4 hours of relevant training on DRRM	Career Service Professional/ 2nd Level Eligibility	N/A	Office of the Municipal Mayor
2	Administrative Aide IV (Driver II)	1.20	4	10,800.00	Elementary School Graduate	None required	None required	Driver's License (MC 11, s. 96- Cat II)	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 JULY 9, 2021, 5:00 pm.

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 (for Promotion and Transfer);
3. Photocopy of certificate of eligibility/rating/license;
4. Photocopy of Transcript of Records, diploma; and
5. Photocopy of training certificates, if training is required.

Note: All applications shall be addressed to HON. CASAN P. DUMULAG, Municipal Mayor, Hungduan, Ifugao (submit in three complete set aside from the applicant's file copy)

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

lguhungduan.hrmo@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.