

Republic of the Philippines
LGU - BALANGKAYAN
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant position, which are authorized to be filled, at the LGU-Balangkayan in the CSC website:

MA. JUBETH B. GLOBIO

HRMO

Date:

May 8, 2024

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	ADMINISTRATIVE AIDE IV (Engineering Aide)	73	4/1	10,970.00	HIGH SCHOOL GRADUATE OR COMPLETION OF RELEVANT VOCATIONAL TRADE COURSE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	N/A	MUNICIPAL ENGINEERING'S OFFICE , LGU-BALANGKAYAN, E. SAMAR
2	ADMINISTRATIVE AIDE IV (Engineering Aide)	74	4/1	10,970.00	HIGH SCHOOL GRADUATE OR COMPLETION OF RELEVANT VOCATIONAL TRADE COURSE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	N/A	MUNICIPAL ENGINEERING'S OFFICE , LGU-BALANGKAYAN, E. SAMAR
3	ADMINISTRATIVE AIDE II (Farm Worker I)	75	2/1	9,673.00	ELEMENTARY GRADUATE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	N/A	MUNICIPAL AGRICULTURAL SERVICES OFFICE , LGU-BALANGKAYAN, E. SAMAR
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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 **May 23, 2024**.

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:

MA. JUBETH B. GLOBIO
Human Resource Management Officer I
LGU-Balangkayan, Eastern Samar
jubeth.globio@yahoo.com