

Republic of the Philippines
Local Government of Balangiga
Request for Publication of Vacant Positions

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

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Local Government of Balangiga in the CSC website:


HON. RANDY D. GRAZA
(Head of Agency)


Date: December 7, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Municipal Government Department Head I (Municipal Social Welfare and Development Officer)	11-01	SG 24	54,974.00	Bachelor's degree preferably Social Work or any related course	No required training	3 years experience in the practice of Social Work	RA 1080 (Social Worker)	Municipal Social Welfare and Development Office
2									
3									

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 December 21, 2018.

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 present position for one (1) year (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:


HON. RANDY D. GRAZA
Municipal Mayor
Municipal Hall, Balangiga, Eastern Samar
None

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.