




Republic of the Philippines
Province of Samar
Municipality of Basey

Request for Publication of Vacant Positions

To: **CIVIL SERVICE COMMISSION (CSC)**

This is to request the publication of the following vacant positions of Local Government Unit of Basey, Samar in the CSC website:


ATTY. IGMEDIO JUNJI E. PONFERRADA
Municipal Mayor

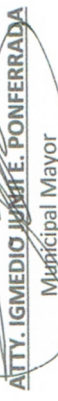
Date: _____

| No. | Position Title | Plantilla Item No. | Salary/ Job/ Pay Grade | Annual Salary | Qualification Standards | | | | Competency (if applicable) | Place of Assignment |
|-----|--|--------------------|------------------------|---------------|--------------------------------|---------------|---------------|-------------------------------------|----------------------------|---------------------|
| | | | | | Education | Training | Experience | Eligibility | | |
| 1 | Administrative Aide I/ Utility Worker I | 10-1988 | 1 | 113,508.00 | Must be able to read and write | None Required | None Required | None Required (MC 11 s.96-Cat. III) | | Mayor's Office |

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 _____

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:


ATTY. IGMEDIO JUNJI E. PONFERRADA
Municipal Mayor
Local Government Unit - Basey, Samar
harmo2@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.