

Republic of the Philippines
Province of Samar
Municipality of San Jose de Buan

REQUEST FOR PUBLICATION OF VACANT POSITIONS

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of LGU San Jose de Buan in the CSC website:



JOAQUIN R. ELIZALDE

Municipal Mayor

Date: _____

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Municipal Planning and Development Coordinator	62	SG-24	659,688.00	Bachelor's degree preferably in Urban Planning, Development Studies, Economics, Public Administration or any related course	None Required	3 years experience in government planning or in any related field	RA 1080 (Board of Environmental Planning)		San Jose de Buan, Samar

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:



JOAQUIN R. ELIZALDE

Municipal Mayor

San Jose de Buan, Samar

Susannavales@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.