

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	Administrative Aide IV ( Clerk II)	6	SG-4	114,072.00	Completion of two years studies in College	None Required	None Required	1st Level Eligibility or its equivalent		San Jose de Buan, Samar
2	Administrative Aide IV ( Clerk II)	7	SG-4	114,072.00	Completion of two years studies in College	None Required	None Required	1st Level Eligibility or its equivalent		San Jose de Buan, Samar
3	Municipal Planning & Development Coordinator	62	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 any related field.	RA 1080 (Environmental Planner )		San Jose de Buan, Samar

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](http://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

[susanavales20@yahoo.com](mailto:susanavales20@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.