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

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

REQUEST FOR PUBLICATION OF VACANT POSITIONS

To: CIVIL SERVICE COMMISSION (CSC)

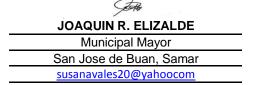
This is to request the publication of the following vacant positions of <u>LGU San Jose de Buan</u> in the CSC website:

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JC	AQUIN R. ELIZALDE							
	Municipal Mayor							
Date:								

No.	Position Title	Plantilla Item No.	Salary/	Pay Annual Salary	Qualification Standards					
			Job/ Pay Grade		Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignme
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		San Jose de Buan, Samar
								or its equivalent		
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		San Jose de Buan, Samar
						·	•	or its equivalent		
3	Municipal Planning & Development	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 expercience in Government	RA 1080 (Environmental Planner)		San Jose de Buan, Samar

- 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;
 Performance rating in the present position for one (1) year (if applicable);
 Photocopy of certificate of eligibility/rating/license; and
 Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:



APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.