

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	Assistant Municipal Treasurer	38	SG-22	475,044.00	Bachelor's Degree Preferably in Commerce, Public Administration or Law	None Required	3 years experience in Treasury or Accounting service	First Grade or its equivalent and BCLTE		San Jose de Buan, Samar
2	Municipal Planning & 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 any related Field.	RA 1080 (Environmental Planner)		San Jose de Buan, Samar
3	Revenue Collection Clerk I	41	SG-5	108,168.00	2 Years studies in College	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		San Jose de Buan, Samar
	X-X-X-X-X-X-X-X-X-X-X-X-X-X	X-X-X-X	X-X-X-X-X							

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

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.