

Republic of the Philippines
(Name of Agency)
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant position, which are authorized to be filled, at the LGU-Balangkayan in the CSC website:


MA. JUBETH B. GLOBIO

HRMO

Date: October 3, 2019

| No. | Position Title (Parenthetical Title, if applicable) | Plantilla Item No. | Salary/ Job/ Pay Grade | Monthly Salary | Qualification Standards | | | | | Place of Assignment |
|-----|---|-----------------------|------------------------------|-------------------|----------------------------------|---------------|---------------|---------------|-------------------------------|---------------------------------------|
| | | | | | Education | Training | Experience | Eligibility | Competency (if applicable) | |
| 1 | Adminstrative Aide I (Utility Worker 1B) | 22-A | 1/1 | 7,748.00 | ELEMENTARY SCHOOL GRADUATE | NONE REQUIRED | NONE REQUIRED | NONE REQUIRED | NONE REQUIRED | LGU-Balangkayan Mun. Budget Office |
| 2 | | | | | | | | | | |
| 3 | | | | | | | | | | |

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 October 14, 2019.

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 last rating period** (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:


MA. JUBETH B. GLOBIO

Human Resource Management Officer I

LGU-Balangkayan, Eastern Samar

jubeth.globio@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.