

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 10, 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)	27-H	1/1	7,748.00	ELEMENTARY SCHOOL GRADUATE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	LGU-Balangkayan Mun. Treasurer's Office
2	Adminstrative Aide I (Utility Worker 1B)	27-I	1/1	7,748.00	ELEMENTARY SCHOOL GRADUATE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	LGU-Balangkayan Mun. Treasurer's Office

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 24, 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](http://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](mailto:jubeth.globio@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.