CS Form No. 9
Revised 2018

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

Republic of the Philippines
LGU - BALANGKAYAN
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: April 5, 2023

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	MUNICIPAL GOVERNMENT DEPARTMENT HEAD - I (MUNICIPAL TREASURER)	23	24/1	61,887.00	BACHELOR'S DEGREE PREFERABLE IN COMMERCE, PUBLIC ADMINISTRATION OR LAW	NONE REQUIRED	THREE (3) YEARS IN TREASURY OR ACCOUNTING SERVICE	CAREER SERIVCE PROFESSIONAL/1ST GRADE ELIGIBILITY OR IT'S EQUIVALENT	N/A	MUNICIPAL TREASURER'S OFFICE , LGU-BALANGKAYAN, E. SAMAR
	xxx nothing follows xxx									

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 April 21, 2023

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.
5. This office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age,gender,civil status,person with disability (PWD),religion,ethnicity,political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

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.