

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


Republic of the Philippines
Province of Samar
Municipality of Basey



Request for Publication of Vacant Positions

CIVIL SERVICE COMMISSION (CSC)

is to request the publication of the following vacant positions of Local Government Unit of Basey, Samar in the CSC website:


ATTY. IGMEDIO JUNJI E. PONFERRADA
Municipal Mayor
Date: _____

Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
				Education	Training	Experience	Eligibility		
Revenue Collection Clerk I	11-1989	5	154,872.00	Completion of 2 years studies in college	None Required	None Required	None Required	Career Service (Sub-Prof.) 1st level Elig.	Mun. Treasurer's Office
Librarian I	7-2008	10	202,152.00	Bachelor of Science in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library Science	None Required	None Required	None Required	RA 1080	Mayor'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 _____.

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 present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

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

ATTY. IGMEDIO JUNJI E. PONFERRADA
Municipal Mayor
Local Government Unit - Basey, Samar
scorpjak@yahoo.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.