



Republic of the Philippines
Province of Samar
Municipality of Basey

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

Request for Publication of Vacant Positions

To: **CIVIL SERVICE COMMISSION (CSC)**

This 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: _____

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	Administrative Aide II/ Bookbinder I	06-2010	2	120,960.00	Elementary School Graduate	None Required	None Required	None Required (MC 11 s.96-Cat. III)		Mun. Civil Registrar'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.

QUALIFIED 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
hrmo2@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.