

Republic of the Philippines
LGU, San Jorge, Samar
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of LGU, SAN JORGE, SAMAR in the CSC website:

Date: 6/27/2018


JOSEPH V. GREY
(Head of Agency)

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
1	Admin. Aide IV (Clerk II)	36-37	04	9,506.00	Completion of 2 yrs studies in coll.	None Required	None Required	Sub-prof/1st level elig.	N.A.	Mun. Treas. Office
2	Assessment Clerk I	42-43	04	9,506.00	Completion of 2 yrs studies in coll.	None Required	None Required	Sub-prof/1st level elig.	N.A.	Mun. Assessor's Off.
3	Administrative Officer III(Records Off. II)	53-54	14	19,871.00	Bachelor's degree relevant to the job	4 hrs of relevant training	1 yr of relevant experience	CS Prof.	N.A.	Mun. Accounting Off.
	-X-X-X-									

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 July 30, 2018.

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:

HON. JOSEPH V. GREY

Municipal Mayor

LGU, San Jorge, Samar

rayandayanc@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.