

Republic of the Philippines  
Province of Samar  
Municipality of San Jose de Buan

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 Jose de Buan website:


  
**JOAQUIN R. ELIZALDE**  
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	6	SG-4	114,072.00	Completion of two years studies in	None Required	None Required	Professional		San Jose de Buan, Samar
2	Administrative Aide	7	SG-4	114,072.00	Completion of two years studies in	None Required	None Required	Professional		San Jose de Buan, Samar
3	Municipal Planning & Development Coordinator	62	24	659,688.00	Degree preferably in Urban Planning, Economics, Public Administration or any related	None Required	Experience in Government planning or any related field	First Grade or its equivalent		San Jose de Buan, Samar

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 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:

  
**JOAQUIN R. ELIZALDE**

Municipal Mayor

San Jose de Buan, Samar

[susanavales20@yahoo.com](mailto:susanavales20@yahoo.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**