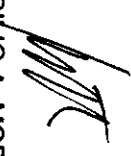


Republic of the Philippines
Municipality of San Juan
Request for Publication of Vacant Positions

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

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Municipality of San Juan in the CSC website:


VIRGLIO A. MORTERA
Municipal Mayor
Date: July 6, 2018

No.	Position Title	Planilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aide III (Plumber I)	9	3	95,652.00	Elementary School Graduate	None Required	None Required	Pipefitter or Plumber (MC 11 s 96 - Cat I)		
2	Administrative Aide I (Utility Worker I)	10b	1	83,844.00	Must be able to read and write	None Required	None Required	None Required		
3	Administrative Aide IV (Electrician I)	11	4	102,108.00	Completion of relevant vocational/trade course	None Required	None Required	Electrician (Building Wiring) (MC 11 s 96 - Cat I)		
4	Draftsman I	23	6	116,352.00	Completion of two years studies in college or high school graduate with relevant vocational/trade course	None Required	None Required	Career Service (Sub Professional) / Draftsman or Illustrator (MC 11, s 96-Cat I) First Level Eligibility		
5	Agricultural Technologist	48	10	153,024.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None Required	None Required	RA 1080		

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:

VIRGLIO A. MORTERA
Municipal Mayor
San Juan, Southern Leyte
municipalityofsanjuan@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.