

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)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the Municipality of San Juan in the CSC website:

Sheila M. Buctot
SHEILA M. BUCTOT
HRMO I

Date: 10/19/18

No.	Position Title (parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Municipal Government Department Head I (Municipal Planning and Development Coordinator)	22	24	45,091.00	Bachelor's degree preferably in Urban Planning, Development Studies, Economics, Public Administration or any related course	None	Three years experience in development planning or in any related field	RA 1080 (Environmental Planner)	MPDO

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 last rating period (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:

SHEILA M. BUCTOT
HRMO I
San Juan, Southern Leyte
municipalityofsanjuan@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.