

Republic of the Philippines  
Local Government of Balangiga  
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 of Balangiga in the CSC website:

  
HON. RANDY D. GRAZA  
(Head of Agency)

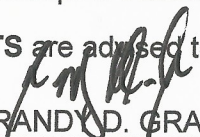
Date: February 13, 2020

| 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   | Municipal Government Department Head I (Municipal Disaster Risk Reduction and Management Officer V) | 18-01              | SG 24                  | 62,555.00      | Master's Degree or its equivalent         | 24 hours of training in management and supervision on DRRM | 4 years in position involving management and supervision, 1 year of which is relevant to DRRM | Career Service (Professional)/ Second Level |                            | Municipal Disaster Risk Reduction and Management Office |
| 2   | Local Revenue Collection Officer II   | 03-02              | SG 15                  | 22,898.00      | Bachelor's degree holder (4 years course) | Four (4) hours of relevant training                        | One (1) year of relevant experience   | Career Service (Professional)/ Second Level |                            | Municipal Treasurer'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 March 9, 2020.

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:

  
HON. RANDY D. GRAZA  
Municipal Mayor  
Municipal Hall, Balangiga, Eastern Samar  
None

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.