

Republic of the Philippines
LGU - BALANGKAYAN
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the LGU - BALANGKAYAN in the CSC web

MA. JUBETH B. GLOBIO

HRMO

Date: June 10, 2019

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	Competency (if applicable)	
1	Administrative Aide - I	27-F	SG - 1	7,748.00	Elementary School	None Required	None Required	None Required		Municipal Treasurer's
	(Utility Worker)				Graduate					Office
2	Administrative Aide - I	27-G	SG - 1	7,748.00	Elementary School	None Required	None Required	None Required		Municipal Treasurer's
	(Utility Worker)				Graduate					Office
3	Administrative Aide - I	39-J	SG - 1	7,748.00	Elementary School	None Required	None Required	None Required		Municipal Engineering
	(Utility Worker)				Graduate					Office
4	Administrative Aide - I	39-K	SG - 1	7,748.00	Elementary School	None Required	None Required	None Required		Municipal Engineering
	(Utility Worker)				Graduate					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 ' June 24, 2019.

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:

MA. JUBETH B. GLOBIO

HRMO-I

HRMO-Office, LGU - BALANGKAYAN

jubeth.globio@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.