

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 position, which are authorized to be filled, at the LGU-Balangkayan in the CSC website:


MA. JUBETH B. GLOBIO
HRMO

Date: July 2, 2020

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	Competen cy (if applicable)	
1	ADMINISTRATIVE AIDE I	17-E	1/1	7,748.00	ELEMENTARY GRADUATE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	N/A	MUN SB SEC OFFICE
2	ADMINISTRATIVE AIDE I	20-D	1/1	7,748.00	ELEMENTARY GRADUATE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	N/A	MUN ACCOUNTING OFFICE
3	ADMINISTRATIVE AIDE I	29-C	1/1	7,748.00	ELEMENTARY GRADUATE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	N/A	MUN. PLANNING & DEV'T. OFFICE
4	ADMINISTRATIVE AIDE I	30-D	1/1	7,748.00	ELEMENTARY GRADUATE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	N/A	MUN. CIVIL REGISTRAR'S OFFICE
5	ADMINISTRATIVE AIDE I	32-A	1/1	7,748.00	ELEMENTARY GRADUATE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	N/A	MUN. ASSESSOR'S OFFICE
6	ADMINISTRATIVE AIDE I	32-B	1/1	7,748.00	ELEMENTARY GRADUATE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	N/A	MUN. ASSESSOR'S OFFICE
7	ADMINISTRATIVE AIDE I	46-C	1/1	7,748.00	ELEMENTARY GRADUATE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	N/A	MUN. AGR'L & SERVICES OFFICE
8	ADMINISTRATIVE AIDE I	46-D	1/1	7,748.00	ELEMENTARY GRADUATE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	N/A	MUN. AGR'L & SERVICES OFFICE

Other Required Qualification Standard: Under the Local Government Code : **No person shall be appointed treasurer unless he/she is a citizen of the Philippines, a resident of the LGU concerned, and of moral character.**

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 July 17, 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;
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

Human Resource Management Officer I

LGU-Balangkayan, Eastern Samar

jubeth.globio@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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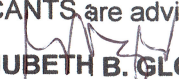
No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competen cy (if applicable)	
9	ADMINISTRATIVE AIDE I	22-B	1/1	7,748.00	ELEMENTARY GRADUATE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	N/A	MUN BUDGET OFFICE
10	ADMINISTRATIVE AIDE I	26-A	1/1	7,748.00	ELEMENTARY GRADUATE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	N/A	MUN TREASURER'S OFFICE
11	ADMINISTRATIVE AIDE I	26-B	1/1	7,748.00	ELEMENTARY GRADUATE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	N/A	MUN TREASURER'S OFFICE
12	ADMINISTRATIVE AIDE I	30-E	1/1	7,748.00	ELEMENTARY GRADUATE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	N/A	MUN. CIVIL REGISTRAR'S OFFICE
13	ADMINISTRATIVE AIDE I	39-L	1/1	7,748.00	ELEMENTARY GRADUATE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	N/A	MUN. ENGINEERING'S OFFICE
14	ADMINISTRATIVE AIDE I	39-M	1/1	7,748.00	ELEMENTARY GRADUATE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	N/A	MUN. ENGINEERING'S OFFICE
15	ADMINISTRATIVE AIDE I	45-A	1/1	7,748.00	ELEMENTARY GRADUATE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	N/A	MUN. AGR'L & SERVICES OFFICE
16	ADMINISTRATIVE AIDE I	45-B	1/1	7,748.00	ELEMENTARY GRADUATE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	N/A	MUN. AGR'L & SERVICES OFFICE

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