

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: October 20, 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	Competency		
1	Administrative Aide 1 (Utility Worker 1B)	4-K	1/1	7,748.00	ELEMENTARY GRADUATE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	N/A	MUNICIPAL MAYORS OFFICE
2	Administrative Aide III (Utility Worker II)	4-L	3/1	8,340.00	ELEMENTARY GRADUATE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	N/A	MUNICIPAL MAYORS OFFICE
3	Administrative Aide 1 (Utility Worker 1B)	18-C	1/1	7,748.00	ELEMENTARY GRADUATE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	N/A	MUNICIPAL VICE MAYORS OFFICE
4	Administrative Aide 1 (Utility Worker 1B)	20-E	1/1	7,748.00	ELEMENTARY GRADUATE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	N/A	MUNICIPAL ACCOUNTING OFFICE
5	Administrative Aide 1 (Utility Worker 1B)	22-C	1/1	7,748.00	ELEMENTARY GRADUATE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	N/A	MUNICIPAL BUDGET OFFICE
6	Administrative Aide 1 (Utility Worker 1B)	26-C	1/1	7,748.00	ELEMENTARY GRADUATE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	N/A	MUNICIPAL TREASURER'S OFFICE
7	Administrative Aide 1 (Utility Worker 1B)	26-D	1/1	7,748.00	ELEMENTARY GRADUATE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	N/A	MUNICIPAL TREASURER'S OFFICE
8	Administrative Aide III (Utility Worker II)	26-E	3/1	8,340.00	ELEMENTARY GRADUATE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	N/A	MUNICIPAL TREASURER'S OFFICE
9	Administrative Aide 1 (Utility Worker 1B)	39-N	1/1	7,748.00	ELEMENTARY GRADUATE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	N/A	MUNICIPAL ENGINEERING OFFICE
10	Administrative Aide 1 (Utility Worker 1B)	39-O	1/1	7,748.00	ELEMENTARY GRADUATE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	N/A	MUNICIPAL ENGINEERING OFFICE
11	Administrative Aide 1 (Utility Worker 1B)	45-C	1/1	7,748.00	ELEMENTARY GRADUATE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	N/A	MUN AGRIL AND SERVICES OFFICE
12	Administrative Aide 1 (Utility Worker 1B)	45-D	1/1	7,748.00	ELEMENTARY GRADUATE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	N/A	MUN AGRIL AND SERVICES 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 November 5, 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 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](mailto:jubeth.globio@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.