



Republic of the Philippines  
Province of Samar  
Municipality of Basey

**Request for Publication of Vacant Positions**

**CIVIL SERVICE COMMISSION (CSC)**

This is to request the publication of the following vacant positions of Local Government Unit of Basey, Samar in the CSC website:

Electronic copy to be submitted to the CSC FO  
must be in MS Excel format

**RECEIVED**  
FEB 04 2020 4:10 PM  
CIVIL SERVICE COMMISSION  
LEYTE FIELD OFFICE I

*[Signature]*  
**HON. LUZ CHU- PONFERRADA**  
Municipal Mayor

Date: \_\_\_\_\_

Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
				Education	Training	Experience	Eligibility	Competency (if applicable)	
Planning Assistant I	33-1996	SG8	180,984.00	Completion of Two (2) years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	CSC Sub-Prof.		Mun. Planning & Development Office
Clerk III	4-2006	SG6	160,344.00	Completion of Two (2) years studies in college	None required	None required	CSC Sub-Prof.		Mayor'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

FEB. 28, 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.

**ELIGIBLE APPLICANTS** are advised to hand in or send through courier/email their application to:

Hon. Luz Chu-Ponferrada  
Municipal Mayor  
Local Government Unit - Basey, Samar  
[hrmo2@yahoo.com](mailto:hrmo2@yahoo.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**