



Republic of the Philippines  
Province of Samar  
Municipality of Basey

**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 Unit of Basey, Samar in the CSC website:

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

  
**HON. LUZ CHU-PONFERRADA**  
Municipal Mayor

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

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aide I/ Utility Worker I	10-2019-2	1	119,532.00	Must be able to read and write	None Required	None Required	None Required (MC 11 s.96-Cat. III)		Mun. Agriculture 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    May 29, 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. 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.**