

Republic of the Philippines
Local Government Unit
Jipapad Eastern Samar
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of (Name of Agency) in Local Government Unit, Jipapad Eastern Samar in the CSC Website


HON. BENJAMIN E. VER, MD

(Head of Agency)

September 03 2019

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grad	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Assistant Department Head I (Human Resource Management Officer)	2-A-1	22	45,723.00	Masters Degree or certificate in leadership and Management from the CSC	120 Hours of Supervisory Management Learning and Development Intervention undertaken within the Last 5 years	Five years of Supervisory/Management Experience	Career Service Professional/2nd Level Eligibility		Human Resource Management 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 September 23, 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 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. BENJAMIN E. VER
Municipal Mayor
Barangay 02, Jipapad E. Samar
benjievermd@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.