

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)  
9/17/2019

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	Municipal Government Assistant Department Head I (Human Resource Management Officer)	3-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 October 01, 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](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. BENJAMIN E. VER  
Municipal Mayor  
Barangay 02, Jipapad E. Samar  
[benjievermd@yahoo.com](mailto:benjievermd@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.