


Republic of the Philippines
Municipality of San Antonio
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the LGU-San Antonio in the CSC website:


CHONA G. NOYNAY
HRMO

Date: March 9, 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 (if applicable)	
1	Administrative Aide IV (Clerk II)	3.2	4	8,457.00	Completion of 2 years studies in College	None required	None required	Career Service (Sub-Professional)First level Eligibility		Legislative Office, LGU- San Antonio, N. Samar
2	Administrative Assistant II (Bookkeeper)	4.1	8	11,026.00	Completion of 2 years studies in College	4 hours of relevant training	One (1) year of relevant experience	Career Service (Sub-Professional)First level Eligibility		Accounting Office, LGU- San Antonio, N. Samar
3	Administrative Aide I (Utility Worker)	6.2	1	6,934.00	Must be able to read and write	None required	None required	None required		Office of the Municipal Mayor, LGU-San Antonio, N. Samar

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 March 24,, 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;
- 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:

CHONA G. NOYNAY
Municipal Budget Officer/HRMO Designate
LGU-San Antonio, Northern Samar
noynaychona@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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4	Revenue Collection Clerk I	18.1	5	9,032.00	Completion of 2 years studies in College	None required	None required	Career Service (Sub-Professional)First level Eligibility		MTO, San Antonio, Northern Samar
5	Mun. Government Department Head (Mun. Social Welfare & Development Officer)	24	24	44,271.00	BS Social Work	None required	3 year experience	RA 1080		MSWDO, LGU-San Antonio, N. Samar
6	Agricultural Technologist I	27.1	10	12,701.00	Bachelor's Degree relevant to the job	None required	None required	CS Professional (2nd level Eligibility)		Mun. Agriculture Office, LGU-San Antonio, N. Samar

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