

Republic of the Philippines
MUNICIPALITY OF SAN JORGE
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 Jorge, Samar in the CSC website:


CARINA L. RAYANDAYAN
HRMO

Date: 7/19/2019

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	
1	Revenue Collection Clerk I	35-36	05	10,622.00	Completion of two years studies in colleg	None Required	None Required	Career Sub-Prof./1st level eligibility	Municipal Treasurer's Office
2	Administrative Aide IV (Clerk II)	36-37	04	9,708.00	Completion of two years studies in colleg	None Required	None Required	Career Sub-Prof./1st level eligibility	Municipal Treasurer's Office
	-X-X-X-								

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 July 31, 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 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:

CARINA L. RAYANDAYAN

Human Resource Management Officer

LGU-San Jorge, Samar

rayandayan@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.