

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: 8/15/2019

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	Competency (if applicable)	
1	Municipal Treasurer	32-33	24	58,764.00	Bachelor's degree preferably in commerce, public administration or law.	None Required	3 yrs experience in treasury or acctng. Service	1st Grade or its equivalent BCLTE	Credibility/Confidentiality Personal Effectiveness	Municipal Treasurer's Office
2	Local Assessment Operations	43-44	15	22,328.00	Bachelor's degree	4 hours relevant training	1 yr. of relevant experience	RA 1080(REA)/CS Prof.		Municipal Assessor's Office
	Officer II									
	-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 August 30, 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.