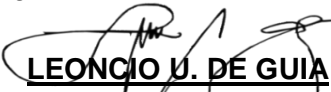


Republic of the Philippines  
**MUNICIPALITY OF SAN JORGE**  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the Municipality of San Jorge, Samar in the CSC website:

  
**LEONCIO U. DE GUIA**  
Municipal Mayor

Date: September 16 , 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	Revenue Collection Clerk I	38-39	5	10,505.00	Completion of 2 yrs studies in college	None Required	None Required	Career Service (Subprof.)/1st level	N/A	Municipal Treasurer's Office
2	Daycare Worker I	09-10	6	11,135.00	High School Graduate	None Required	None Required	None Required(MC11S.1996-Cat III)	N/A	Mayor's Office
3	Local Assessment Operations Officer II	43-44	15	22,898.00	Bachelor's degree	4 hours relevant trng.	1 year of relevant exp.	Career Service (Prof.)/2nd level	N/A	Assessor's Office
4	Municipal Civil Registrar	51-52	24	62,555.00	Bachelor's degree	None Required	3 yrs experience in civil registry works	First grade or its equivalent	N/A	Office of the Mun. Civil Registrar

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 1, 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](http://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:

**HON. LEONCIO U. DE GUIA**  
Municipal Mayor  
LGU-San Jorge, Samar  
[leonciodeguia@gmail.com](mailto:leonciodeguia@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.