


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: November 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 VI (Acctng. Clerk II) | 55-56 | 6 | 11,135.00 | Completion of two years studies in college | None Required | None Required | CS Sub-Professional | N/A | Mun. Acctng. Office |
| | -X-X-X- | -X-X-X- | | | | | | | | |
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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;
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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.