


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 11, 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/ First Level Eligibility	N/A	Mun. Acctng. Office
	-X-X-X-	-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 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.