Electronic copy to be submitted to the CSC FO must be in MS Excel format



Republic of the Philippines **Province of Samar** Municipality of San Jose de Buan

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 Jose de Buan in the CSC website:

JOAQUIN R. ELIZALDE

Municipal Mayor

Date: 1/24/2020

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	1	Qualification Standards					
					Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1	Administrative Aide IV (Clerk II)	6	4	9,911.00	Completion of 2 years studies in college	None Required	None Required	Career Service Sub- professional or 1st level eligibility		San Jose de Buan, Samar
2	Administrative Aide IV (Clerk II)	7	4	9,911.00	Completion of 2 years studies in college	None Required	None Required	Career Service Sub- professional or 1st level eligibility		San Jose de Buan, Samar
3	Administrative Aide IV (Clerk II)	8	4	9,911.00	Completion of 2 years studies in college	None Required	None Required	Career Service Sub- professional or 1st level		San Jose de Buan, Samar
4	Administrative Aide IV (Clerk II)	40	4	9,911.00	Completion of 2 years studies in college	None Required	None Required	Career Service Sub- professional or 1st level		San Jose de Buan, Samar
5	Administrative Aide IV (Assessment Clerk I)	48	4	9,911.00	Completion of 2 years studies in college	None Required	None Required	Career Service Sub- professional or 1st level	·	San Jose de Buan, Samar
	X-X-X-X-X-X-X-X-X-X	X-X-X-	x-x-x-x	-X-X-X-X-X-X-X	X-X-X-X-X-X-X-X-X-X	X-X-X-X-X-X-X-	X-X-X-X-X-X-X-X-X-X	X-X-X-X-X-X-X-X-X-X	(-X-X-X-X-	X-X-X-X-X-X-X-X-X-X-X-X-X-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 February 8, 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;
- Performance rating in the last rating period (if applicable);
 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:

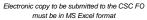


JOAQUIN R. ELIZALDE

Municipal Mayor San Jose de Buan, Samar

ninorebato@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.





Republic of the Philippines Province of Samar Municipality of San Jose de Buan

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 <u>LGU - San Jose de Buan</u> in the CSC website:

JOAQUIN R. ELIZALDE

Municipal Mayor

Date: 1/24/2020

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	I Ioh/ Pav	Monthly Salary	Qualification Standards					
					Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1	Revenue Collection Clerk I	44	5	10,505.00	Completion of 2 years studies in college	None Required	None Required	Career Service Sub- professional or 1st level eligibility		San Jose de Buan, Samar
	x-x-x-x-x-x-x-x-x	x-x-x- x	x-x-x-x	-x-x-x-x-x-x-x	x-x-x-x-x-x-x-x-x-x	x-x-x-x-x-x x-x-x-x	x-x-x-x-x-x-x-x-x	x-x-x-x-x-x-x-x-x	(-X-X-X-X-	x-x-x-x-x-x-x-x-x-x

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JOAQUIN R. ELIZALDE

Municipal Mayor

San Jose de Buan, Samar

mnorebato@gman.com

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