



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

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

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 | Monthly Salary | Qualification Standards | | | | | Place of Assignment |
|-----|--|--------------------|------------------------|-----------------------|--|---------------|-----------------------|--|----------------------------|-------------------------|
| | | | | | Education | Training | Experience | Eligibility | Competency (if applicable) | |
| 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 eligibility | | 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-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;
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:

JOAQUIN R. ELIZALDE
Municipal Mayor
San Jose de Buan, Samar
ninorebato@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



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| | | | | | Education | Training | Experience | Eligibility | Competency (if applicable) | |
| 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 | XXXXXXXXXXXX | 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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