CS Form No. 9
Series of 2017

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

REQUEST FOR PUBLICATION OF VACANT POSITIONS

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of <u>LGU San Jose de Buan</u> in the CSC website:

JOAQUIN R. ELIZALDE
Municipal Mayor

Date: _____March 07, 2019_____

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Assistant Municipal Treasurer	39	SG-22	475,044.00	Bachelor's Degree Preferably in Commerce,Public Administration or Law	None Required	3 years expercience in Treasury or Accounting service	First Grade or its equivalent and BCLTE		San Jose de Buan, Samar
2	Local Disaster Risk Reduction OFFICER IV	16	SG-22	475,044.00	Bachelor's Degree in any Related Course	16 hours	1 year Relevant Experience	First Grade or its equivalent		San Jose de Buan, Samar
3	Assessment Clerk I	47	4	114,072.00	2 Years studies in College	None Required	None Required	Second Grade or its equivalentl		San Jose de Buan, Samar
	Administrative Aide II (Driver I)	19	1	107,232.00	Elementary School Graduate	None Required	None Required	Driver Licence MC II s.96 cat. II		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-x-x

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 present position for one (1) year (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
jarold_babatla@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.