

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: March 07, 2019

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	Assistant Municipal Treasurer	39	SG-22	39,587.00	Bachelor's Degree Preferably in Commerce, Public Administration or Law	16 hours of Relevant Training	3 years experience in Treasury or Accounting service	First Grade or its equivalent and BCLTE		San Jose de Buan, Samar
2	Local Disaster Risk Reduction and Management Officer IV	16	SG-22	39,587.00	Bachelor's Degree	16 hours of Relevant Training on DRRM	3 years of relevant experience on DRRM	Career Service Professional/ 2nd Level Eligibility		San Jose de Buan, Samar
3	Assessment Clerk I	47	4	9,506.00	2 Years studies in College	None Required	None Required	Second Grade or its equivalent		San Jose de Buan, Samar
4	Administrative Aide II (Driver I)	19	I	8,936.00	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	X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X	X-X-X-X-X-X-X-X-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 March 21, 2019

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

jarold_babatla@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.