CS Form No. 9
Revised 2018

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: July 9, 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	Local Disaster Risk Reduction Management Officer IV	16	22	48,989.00	Bachelor's Degree Related to the Job	16 hours of Relevant Training	3 years of relevant experience on DRRM	Career Service Professional/2nd level eligibility		San Jose de Buan, Samar
2	Administrative Aide III (Driver I)	19	3	9,350.00	Elementary School Graduate	None Required	None Required	Driver Licence MC I0 s.2013 cat. IV		San Jose de Buan, Samar
3	Administrative Aide III (Driver I)	74	3	9,350.00	Elementary School Graduate	None Required	None Required	Driver Licence MC I0 s.2013 cat. IV		San Jose de Buan, Samar
4	Farm Worker I	79	2	8,821.00	Elementary School Graduate	None Required	None Required	None Required MC 10 s.2013 cat. III		San Jose de Buan, Samar
5	Farm Worker I	80	2	8,821.00	Elementary School Graduate	None Required	None Required	None Required MC 10 s.2013 cat. III		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 July 24, 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
ninorebato@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.