



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: September 4, 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	Assistant Municipal Treasurer	22	39	50,150.00	Bachelor's degree preferably in commerce, public administration or law	16 hours of relevant training	3 years experience in treasury or accounting services	First grade or its equivalent and BCLTE		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

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 September 18, 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.