



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: November 26, 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	Agricultural Technologist	76	10	14,425.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None Required	None Required	Relevant RA 1080		San Jose de Buan, Samar
2	Supervising Administrative Officer (HRMO IV)	18	22	48,989.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second 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-X-X-X	X-X-X-X-X-X-X-X-X-X-X-X	X-X-X-X-X-X-X-X-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 December 13, 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.