

Republic of the Philippines
Municipality of San Juan
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 Municipality of San Juan in the CSC website:



SHEILA M. BUCTOT

HRMO II

Date: January 14, 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	Local DRRM Officer I	15	11	14,528.00	Bachelor's Degree	None required	None required	Career Service (Professional), Second Level Eligibility		Mayor's Office
2	Local DRRM Assistant	16	8	11,731.00	Completion of two years in college	Four hours of relevant training	One year of relevant experience on DRRM	Career Service (Subprofessional), First Level Eligibility		Mayor's Office
3	Local Treasury Operations Assistant	26	8	11,731.00	Bachelor's degree	None required	None required	Career Service (Subprofessional), First Level Eligibility		Office of the Municipal Treasurer
4	Administrative Officer I (Cashier I)	27	10	13,463.00	Bachelor's degree	None required	None required	Career Service (Professional), Second Level Eligibility		Office of the Municipal Treasurer
5	Revenue Collection Clerk I	28D	5	9,805.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional), First Level Eligibility		Office of the Municipal Treasurer

6	Agricultural Technologist	48	10	13,463.00	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 (Agriculturist, Agricultural Engineer, Fisheries Technologist and Veterinarian, depending on the functions, duties and responsibilities as indicated in the Position Description Form)	Office of the Municipal Agriculturist
7	Municipal Government Department Head I (Municipal Environment and Natural Resources Officer I)	49	24	58,384.00	Bachelor's degree in Environment, Forestry, Agriculture or any related course	None	3 years experience in environmental and natural resources management, conservation and utilization	First grade or its equivalent	Office of the MENRO
8	Municipal Government Department Head I (Internal Auditor V)	50	24	58,384.00	Master's Degree	24 hrs of training in management and supervision	4 year's in position/s involving management and supervision	Career Service (Professional), Second Level Eligibility	Office of the Municipal Internal Audit Service

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 _____.

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:

SHEILA M. BUCTOT

HRMO II

San Juan, Southern Leyte

municipalityofsajuan@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.