

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 I

Date: March 7, 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	Administrative Aide III (Driver I)	3a	3	8,478.00	Elementary School Graduate	None required	None required	Driver's License (MC 11, s. 96 - Cat. IV, as amended)		Mayor's Office

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 _____.

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 I

San Juan, Southern Leyte

municipalityofsajuan@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.