

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: April 15, 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	Revenue Collection Clerk I	28C	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
2	Engineer I	51	12	16,057.00	Bachelor's Degree in Engineering relevant to the job	None required	None required	RA 1080		Office of the Municipal Planning and Development

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](http://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](mailto:municipalityofsajuan@yahoo.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**