

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: May 16, 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)	
	Administrative Officer I (HRMO II)	5	15	20,307.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional), Second Level Eligibility		
	Computer Maintenance Technologist II	13	15	20,307.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional), Second Level Eligibility		
	Local DRRM Assistant	16	8	11,397.00	Completion of two years in college	4 hours of relevant training	1 year of relevant experience on DRRM	Career Service (Subprofessional), First Level Eligibility		
	Local Treasury Operations Assistant	26	8	11,397.00	Bachelor's degree	None required	None required	Career Service (Subprofessional), First Level Eligibility		
	Administrative Officer I (Cashier I)	27	10	13,103.00	Bachelor's degree	None required	None required	Career Service (Professional), Second Level Eligibility		
	Midwife I	41	6	14,340.00	Completion of Midwifery Course	None required	None required	RA 1080 (Midwife)		

	Agricultural Technologist	48	10	13,103.00	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)		
	Municipal Government Department Head I (Internal Auditor V)	50	24	51,309.00	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		

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

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at
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

hrlgusanjuan@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.