

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: October 9, 2020

No.	Position Title (parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	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
2	Revenue Collection Clerk I	28a	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
3	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
4	Municipal Government Department Head I (Municipal Assessor)	30	24	58,384.00	Bachelor's degree preferably in Civil or Mechanical Engineering, Commerce or any other related course	None	3 years experience in real property assessment work or in any related field	RA 1080 (Real Estate Service)		Office of the Municipal Assessor
5	Utility Worker I	10C	1	7,748.00	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III, as amended)		Mayor's Office
6	Administrative Assistant II (Bookkeeper I)	33	8	11,731.00	Completion of two years in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional), First Level Eligibility		Office of the Municipal Accountant

7	Administrative Aide I (Clerk I)	29a	3	8,726.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional), First Level Eligibility	Office of the Municipal Treasurer
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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

hrlgusanjuan@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.