



Republic of the Philippines
Local Government Unit-San Julian
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC
FO must be in MS Excel format

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the Local Government Unit-San Julian in the CSC website:

Merylyn P. Deratas
MERLYN P. DERATAS
Head of Agency

Date: 12/09/20

No	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Eligibility	Competency (if applicable)	Place of Assignment
					Education	Training	Experience				
1	One (1) Administrative Aide III (Clerk I)	N/A	3	5,720.00	Completion of 2 years in College	None Required	None Required	None Required	N/A	LGU-San Julian Assessor's Office	
2	One (1) Administrative Aide III (Clerk I)	N/A	3	5,720.00	Completion of 2 years in College	None Required	None Required	None Required	N/A	LGU-San Julian Vice Mayor's Office	
3	One (1) Revenue Collection Clerk II	N/A	7	5,720.00	Completion of 2 years in College	None Required	None Required	None Required	N/A	LGU-San Julian Treasurer's Office	
4	Local DRRM Officer I	N/A	11	5,720.00	Bachelor's Degree	None Required	None Required	Career Service Professional 2nd Level Eligibility	N/A	LGU-San Julian Mayor's Office	
5	Administrative Aide III (Driver I)	7-d	03	9,113.00	Elementary School Graduate	None Required	None Required	Professional Driver's License (MC II, s. 1996, as Amended CAT IV)	N/A	LGU-San Julian Mayor's Office	
6	Management Specialist II (Environmental)	7-e	15	22,437.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	LGU-San Julian Mayor's Office	
7	Draftsman III	35-b	11	15,621.00	Completion of two years in College or High School Graduate with relevant vocational trade course	8 hours of relevant training	2 years of relevant training	Career Service (Subprofessional) First Level Eligibility	N/A	LGU-San Julian Mun. Planning and Development Coordinator	
8	Administrative Aide III (Driver I)	47-b	03	13,019.00	Elementary School Graduate	None Required	None Required	Professional Driver's License (MC II, s. 1996, as Amended CAT IV)	N/A	LGU-San Julian Municipal Health 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 December 24, 2020.

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:

MERLYN P. DERATAS
HRMO III
LGU-San Julian, Eastern Samar
lgusanjulian@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.