



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:

  
MERLYN P. DERATAS  
HRMO

Date: 12/16/19

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	Two (2) Administrative Aide III (Clerk I)	N/A	3	5,060.00	Completion of 2 years in College	None Required	None Required	None Required	N/A	LGU-San Julian Mayor's Office
2	Administrative Assistant I (Computer Operator I)	N/A	7	5,060.00	Completion of 2 years in College or High School Graduate with relevant vocational/trade course	None Required	None Required	None Required	N/A	LGU-San Julian Mayor's Office
3	Administrative Aide I (Utility Worker I)	N/A	1	5,060.00	High school Graduate	None Required	None Required	None Required	N/A	LGU-San Julian Mayor's Office
4	Local Disaster Risk Reduction and Management	N/A	8	5,060.00	Completion of 2 years in College	4 hours of relevant training	1 year of relevant experience on DRRM	None Required	N/A	LGU-San Julian Mayor's Office
5	Administrative Aide III (Clerk I)	N/A	3	5,060.00	Completion of 2 years in College	None Required	None Required	None Required	N/A	LGU-San Julian Municipal Civil Registrar
6	Two (2) Engineering Aide	N/A	4	5,060.00	High School Graduate or completion of relevant vocational/trade course	None Required	None Required	None Required (MC II, S. 96-Cat III)	N/A	LGU-San Julian Engineering Office
7	Administrative Aide III (Clerk I)	N/A	3	5,060.00	Completion of 2 years in College	None Required	None Required	None Required	N/A	LGU-San Julian Accounting Office
8	Administrative Assistant I (Computer Operator I)	N/A	7	5,060.00	Completion of 2 years in College or High School Graduate with relevant vocational/trade course	None Required	None Required	None Required	N/A	LGU-San Julian MSWDO
9	Two (2) Day Care Worker I	N/A	6	5,060.00	High School Graduate	None Required	None Required	None Required	N/A	LGU-San Julian MSWDO

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 31, 2019.

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:

MERLYN P. DERATAS  
HRMO III  
LGU-San Julian, Eastern Samar  
lgu.sanjulian6814@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.




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

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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:

  
HON. ALLAN C. DOLIGON  
Vice Mayor

Date: \_\_\_\_\_

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 I (Utility Worker I)	N/A	1	5,060.00	High School Graduate	None Required	None required	None required	N/A	LGU-San Julian, Vice 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 December 31, 2019.

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QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

**HON. ALLAN C. DOLIGON**

Vice Mayor

LGU-San Julian, Eastern Samar

[lgusanjulian@yahoo.com](mailto:lgusanjulian@yahoo.com)

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