

Republic of the Philippines  
Local Government of Balangiga  
Request for Publication of Vacant Positions

To: **CIVIL SERVICE COMMISSION (CSC)**

This is to request the publication of the following vacant positions of Local Government of Balangiga in the CSC website:

**HON. RANDY D. GRAZA**

(Head of Agency)

Date: January 12, 2021

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Local Revenue Collection Officer II	03-02	SG 15	24,040.00	Bachelor's degree holder (4 years course)	None required	one (1) year related experience	Career Civil Service Professional Second Level Eligibility		Municipal Treasurer's Office, LGU-Balangiga, Eastern Samar
2	Local Disaster Risk Reduction Management Officer I (Research and Planning)	18-03	SG 11	16,737.00	Bachelor's degree	None required	None required	Career Civil Service Professional Second Level Eligibility		Municipal Disaster Risk Reduction and Management Office, LGU-Balangiga, Eastern Samar

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 January 28, 2021.

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 present position for one (1) year (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:

  
HON. RANDY D. GRAZA

Municipal Mayor

Municipal Hall, Balangiga, Eastern Samar

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