

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 18, 2020

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Administrative Aide I (Utility Worker I)	11-03	SG 1	8,663.00	Must be able to read an write preferably High School Graduate	None required	None required	None		Municipal Social Welfare and Development 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 February 3, 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;
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.