

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. RANDOLPH GRAZA**  
(Head of Agency)

Date: 03-01-2021

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	Mun. Gov't. Department Head 1 (General Services Officer)	17-01	SG 24	65,057.00	A holder of a college degree on public administration, business administration, and management from a recognized college or university	None required	Must have acquired experience in general services, including management and supply, property, solid waste disposal, and general sanitation, of at least three (3) years.	A first grade civil service eligible or its equivalent	Advanced	General Services Office, LGU Balangiga, Eastern Samar
2	Administrative Aide I (Utility Worker I)	02-04	SG 1	9,026.00	Must be able to read an write preferably High School Graduate	None required	None required	None		Sangguniang Bayan 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 03-19-2021.

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. RANDOLPH GRAZA**  
Municipal Mayor  
Municipal Hall, Balangiga, Eastern Samar

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