

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: April 28, 2021

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards			Competency (if applicable)	Place of Assignment	
					Education	Training	Experience			
1	Local Legislative Staff Employee I (Messenger, Utility Worker)	02-05	SG 2	9,593.00	Elementary School Graduate (preferably High School Graduate)	None required	None required	None	N/A	Office of the Secretary to the Sanggunian
2	Administrative Aide I (Utility Worker I)	02-06	SG 1	9,026.00	Must be able to read an write preferably High School Graduate	None required	None required	None	N/A	Office of the Secretary to the Sanggunian

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 May 14, 2021.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at
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.