

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)

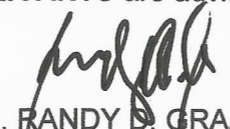
Date: October 20, 2021

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 IV	02-03	SG 4	10,800.00	Completion of two (2) years in College	None required	None required	1st Level Eligibility or its equivalent	None required	Office of the Secretary to the Sangguniang Bayan

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 11-10-2021.

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.**