

Republic of the Philippines  
LGU - BALANGKAYAN  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)  
We hereby request the publication of the following vacant position, which are authorized to be filled, at the LGU-Balangkayan in the CSC website:

Date: April 13, 2021

MA. JUBETH B. GLOBIO  
HRMO

No.	Position Title (Parenthetical Title, if applicable)	Planilla 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)	4-M	1/1	8,086.00	ELEMENTARY GRADUATE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	N/A	MUNICIPAL MAYOR'S OFFICE- LGU BALANGKAYAN, E. SAMAR
2	Administrative Aide I (Utility Worker I)	4-N	1/1	8,086.00	ELEMENTARY GRADUATE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	N/A	MUNICIPAL MAYOR'S OFFICE- LGU BALANGKAYAN, E. SAMAR
3	Administrative Aide I (Utility Worker I)	4-O	1/1	8,086.00	ELEMENTARY GRADUATE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	N/A	MUNICIPAL MAYOR'S OFFICE- LGU BALANGKAYAN, E. SAMAR
4	Administrative Aide I (Utility Worker I)	18-D	1/1	8,086.00	ELEMENTARY GRADUATE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	N/A	MUNICIPAL VICE MAYOR'S OFFICE- LGU BALANGKAYAN, E. SAMAR
5	Administrative Aide I (Utility Worker I)	17-F	1/1	8,086.00	ELEMENTARY GRADUATE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	N/A	MUNICIPAL SANGGUNIANG BAYAN OFFICE- LGU BALANGKAYAN, E. SAMAR
6	Administrative Aide I (Utility Worker I)	20-F	1/1	8,086.00	ELEMENTARY GRADUATE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	N/A	MUNICIPAL ACCOUNTING OFFICE - LGU BALANGKAYAN, E. SAMAR
7	Administrative Aide I (Utility Worker I)	22-D	1/1	8,086.00	ELEMENTARY GRADUATE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	N/A	MUNICIPAL BUDGET OFFICE - LGU BALANGKAYAN, E. SAMAR
8	Administrative Aide I (Utility Worker I)	29-D	1/1	8,086.00	ELEMENTARY GRADUATE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	N/A	DEVELOPMENT OFFICE - LGU BALANGKAYAN, E. SAMAR
9	Administrative Aide I (Utility Worker I)	32-C	1/1	8,086.00	ELEMENTARY GRADUATE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	N/A	MUNICIPAL ASSESSOR'S OFFICE - LGU BALANGKAYAN, E. SAMAR
10	Administrative Aide I (Utility Worker I)	46-E	1/1	8,086.00	ELEMENTARY GRADUATE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	N/A	MUNICIPAL AGRICULTURE AND SERVICES OFFICE- LGU BALANGKAYAN, E. 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 April 27, 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 last rating period (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:

**MA. JUBETH B. GLOBIO**  
Human Resource Management Office  
LGU-Balangkayan, Eastern Samar  
[jubeth.globio@yahoo.com](mailto:jubeth.globio@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.