

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

To: CIVIL SERVICE COMMISSION (CSC)


MA. JUBETH B. GLOBIO

HRMO


Date: October 14, 2021

| No. | Position Title (Parenthetical Title, if applicable) | Plantilla Item No. | Salary/ Job/ Pay Grade | Monthly Salary | Qualification Standards | | | | | Place of Assignment |
|-----|--|-----------------------|---------------------------------|-------------------|---|---------------|---------------|----------------------------------|-------------------------------|---|
| | | | | | Education | Training | Experience | Eligibility | Competency (if applicable) | |
| 1 | ADMINISTRATIVE AIDE I (UTILITY WORKER I) | 27-J | 1/1 | 8,086.00 | ELEMENTARY GRADUATE | None Required | Non Required | None Required | N/A | LGU- Balangkayan, E. Samar - Municipal Treasurer's Office |
| 2 | ADMINISTRATIVE AIDE I (UTILITY WORKER I) | 27-K | 1/1 | 8,086.00 | ELEMENTARY GRADUATE | None Required | Non Required | None Required | N/A | LGU- Balangkayan, E. Samar - Municipal Treasurer's Office |
| 3 | ADMINISTRATIVE AIDE I (UTILITY WORKER I) | 39-P | 1/1 | 8,086.00 | ELEMENTARY GRADUATE | None Required | Non Required | None Required | N/A | LGU- Balangkayan, E. Samar - Municipal Engineering's Office |
| 4 | ADMINISTRATIVE AIDE I (UTILITY WORKER I) | 48-A | 1/1 | 8,086.00 | ELEMENTARY GRADUATE | None Required | Non Required | None Required | N/A | LGU- Balangkayan, E. Samar - Municipal Agriculture and Services Office |
| 5 | ADMINISTRATIVE AIDE I (UTILITY WORKER I) | 48-B | 1/1 | 8,086.00 | ELEMENTARY GRADUATE | None Required | Non Required | None Required | N/A | LGU- Balangkayan, E. Samar - Municipal Agriculture and Services Office |
| 6 | ADMINISTRATIVE AIDE I (UTILITY WORKER I) | 64 | 1/1 | 8,086.00 | ELEMENTARY GRADUATE | None Required | Non Required | None Required | N/A | LGU- Balangkayan, E. Samar - Municipal Risk Reduction & Management Office |
| 7 | ADMINISTRATIVE AIDE I (UTILITY WORKER I) | 65 | 1/1 | 8,086.00 | ELEMENTARY GRADUATE | None Required | Non Required | None Required | N/A | LGU- Balangkayan, E. Samar - Municipal Risk Reduction & Management Office |
| 8 | ADMINISTRATIVE AIDE I (UTILITY WORKER I) | 66 | 1/1 | 8,086.00 | ELEMENTARY GRADUATE | None Required | Non Required | None Required | N/A | LGU- Balangkayan, E. Samar - Municipal Risk Reduction & Management Office |
| 9 | ADMINISTRATIVE AIDE IV (Budgeting Aide) | 22 | 4/1 | 9,665.00 | COMPLETION OF TWO (2) YEAR STUDIES IN COLLEGE | None Required | None Required | FIRST LEVEL/ CSC SUBPROFESSIONAL | N/A | LGU-Balangkayan, E. Samar - Municipal Budget Office |

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 **November 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 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 Officer I
LGU-Balangkayan, Eastern Samar
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APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.