



Republic of the Philippines
Province of Samar
Municipality of Basey

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 Unit of Basey, Samar in the CSC website:


HON. LUZ CHU-PONFERRADA
Municipal Mayor

Date: _____

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
1	Supervising Tourism Operations Officer	10-2020-01	SG22	738,888.00	Bachelor's Degree in tourism, business, law, economics, marketing, public administration or other related fields or Bachelor of Laws	DOT specific and mandatory trainings such as but not limited to the following 1. Tourism awareness & capability building seminar for LGUs 2. Seminar on Disaster Risk Reduction and Mgt. 3. Basic Tourism Statistics Training (BTST) 4. Local Tourism Guidebook Orientation 5. Seminar on Gender & Dev,t. Orientation.	3 years of work experience and involvement in the tourism industry either in private sector or the government	Career Service (Prof.)/ 2nd Level Eligibility		Mayor's Office

2	Admin. Aide IV/ Driver II	10-2020-02 and 10-2020-10	SG4	155,520.00	Elementary School Graduate	None Required	None Required	Prof. Driver's License (CSC MC11, s.1996 as ammended Category IV)		Mayor's Office and MDRRM Office
3	Admin. Aide I/ Utility Worker I	10-2020-11	SG1	129,972.00	Must be able to read and write	None Required	None Required	None Required		MDRRM Office
4	Bookbinder II	10-2020-12	SG4	155,520.00	Elementary School Graduate	None Required	None Required	None Required (MC 11 s. 1996- CAT III)		Mun. Treasurer's Office
5	Admin. Officer V/ HRMO III	10-2020-08		471,756.00	Bachelor's Degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	CSC Proof./ 2nd Level Elig.		Mun. Administrator's 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 APRIL 30, 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 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. Luz Chu-Ponferrada
Municipal Mayor
Local Government Unit - Basey, Samar
hrmo2@yahoo.com