



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:

Electronic copy to be submitted to the CSC FO
must be in MS Excel format


HON. UZ CHU-PONFERRADA
Municipal Mayor

Date: June 09, 2021

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	Mun. Gov't. Asst. Dept. Head I/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	Mun. Gov't. Dept. Head I (LDRRMO)	10-2020-09	SG24	936,816.00	Bachelor's Degree	Twenty-Four (24) hours training in management & supervision on DRRM	Three (3) years of relevant experience	CSC Prof. 2nd Level Elig.		Mun. Disaster Risk Reduction Office
3	Administrative Aide III/ Driver I	6-1996	3	146,580.00	Elementary Graduate	None Required	None Required	Driver's License		Mayor's Office

4	Midwife III	62-2002	SG13	321,048.00	Completion of the Midwifery Course	Eight (8) hours of relevant training	Two (2) years of relevant experience	RA 1080		Mun. Health Office
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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 June 30, 2021.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

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.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Hon. Luz Chu-Ponferrada
Municipal Mayor
Local Government Unit - Basey, Samar
hrmo2@yahoo.com