



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. LUZCHU PONGERRADA
Municipal Mayor

Date: June 11, 2021

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Experience	Training	Eligibility	Competency (if applicable)	
1	Mun. Gov't. Asst. Dep't. Head I	10-2020-01	22	738,888.00	Bachelor's Degree in tourism, business, law, economics, marketing, public administration or other related fields	3 years of work experience and involvement in the tourism industry either in private sector or the government	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; and 5. Seminar on Gender & Dev.t. Orientation.	Career Service (Prof.)/2nd Level Eligibility		Mayor's Office
2	Mun. Gov't. Dept. Head I	10-2020-09	24	936,816.00	Bachelor's Degree	Four (4) years in position involving management and supervision, 1 year of which is relevant to DRRM	Twenty-Four (24) hours of training in management & supervision on DRRM			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
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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 28, 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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.