



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:

Juliet A. Kiskisan
JULIET A. KISKISAN
HRMO III
Date: July 19, 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	Administrative Officer IV/HRMO II	26-2008	15	362,616.00	Bachelor's Degree	4 Hrs. of relevant training	1 yr. relevant experience	Career Service (Professional) 2nd level Elig.	N/A	Mun. Administrator's office
2	Administrative Aide I / Utility Worker I	10-2019-2	1	129,972.00	Must be able to read and write	None required	None required	None required (MC II,s.96 cat.III)	N/A	Mun. Agriculture Office
3	Senior Tourism Operations Officer	1-2009	18	471,756.00	Bachelor's degree relevant to the job	8 hrs. of relevant training	2 hrs. of relevant experience	Career Service (Professional) 2nd level Elig.	N/A	Mun.Mayor's office
4	Revenue Collection Clerk I	56-2007	5	164,976.00	Completion of (2) yrs. studies in college	None required	None required	Career Service (Sub-Professional)	N/A	Mun. Treasurer's Office
5	LDRRMO III	Sept-14*	18	471,756.00	Bachelor's Degree	8 hrs. of relevant training on DRRM	2 yrs. Of relevant experience on DRRM	Career Service (Professional) 2nd level Elig.	N/A	Mun.Disaster Risk Reduction Management Office
6	Administrative Aide III/ Driver I	10-2019-1	3	146,580.00	Elementary School Graduate	None required	None required	Driver's Licence (MC 11,s.96-Cat. 11)	N/A	Mun. Treasurer'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 August 06,2021

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
lcpbasey2019@gmail.com/hrmo2@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.