


Republic of the Philippines
MUNICIPALITY OF SAN JORGE
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the LGU-SAN JORGE in the CSC website:


LEONCIO U. DE GUIA
Municipal Mayor

Date: January 28, 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	Asst. Municipal Treasurer	33-34	22	48,989.00	Bachelor of Science preferably in Commerce public Administration or Law	None required	3 yrs. Experience in the treasury or acctng service.	BCLTE/First Grade Eligibility Resident of San Jorge, Samar	Integrity, Accountability Service Excellence	Municipal 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 February 15, 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:

HON. LEONCIO U. DE GUIA

Municipal Mayor

LGU-San Jorge, Samar

leonciodeguia@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.