



Republic of the Philippines  
Province of Samar  
Municipality of San Jose de Buan

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

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 Jose de Buan in the CSC website:

**JOAQUIN R. ELIZALDE**  
Municipal Mayor

Date: January 6, 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	Administrative Aide IV (Clerk II)	6	4	10,355.00	Two (2) years studies in college	None Required	None Required	Career Service Sub-Professional, 1st level eligibility	N/A	Mayors Office
2	Administrative Aide IV (Clerk II)	7	4	10,355.00	Two (2) years studies in college	None Required	None Required	Career Service Sub-Professional, 1st level eligibility	N/A	Mayors Office
3	Administrative Aide IV (Clerk II)	8	4	10,355.00	Two (2) years studies in college	None Required	None Required	Career Service Sub-Professional, 1st level eligibility	N/A	Mayors Office
	x-x-x-x-x-x-x-x-x-x-x-x-x-x	X-X-X	X-X-X-X-X	x-x-x-x-x-x-x-x-x-x-x-x	x-x-x-x-x-x-x-x-x-x-x	X-X-X-X-X-X	X-X-X-X-X-X-X-X	x-x-x-x-x-x-x-x-x-x-x	X-X-X-X-X	X-X-X-X-X-X-X-X-X-X

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 January 22, 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](http://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:

**JOAQUIN R. ELIZALDE**  
Municipal Mayor  
San Jose de Buan, Samar  
[ninorebato@gmail.com](mailto:ninorebato@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**