



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: 9-Mar-21

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	Licensing Officer III	48	18	32,761.00	Bachelors Degree	8 hours of relevant training	2 years of relevant experience	CS Professional/Second level eligibility	N/A	Treasurers Office
2	Administrative Aide III (Driver I)	60	3	13,572.00	Elementary School Graduate	None Required	None Required	Professional Driver's License (MC 10 s 2013, Category IV)	N/A	Municipal Health Office
3	Administrative Aide III (Driver I)	80	3	10,179.00	Elementary School Graduate	None Required	None Required	Professional Driver's License (MC 10 s 2013, Category IV)	N/A	Municipal Engineering Office
	Tourism Operations Officer 1	21	11	17,908.00	Bachelor's degree in tourism, business, law, economics, marketing, public administration, or other related fields	None Required	None Required	Career Service Professional/ second level eligibility	N/A	Mayors Office
	Planning Officer I	72	11	17,908.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional/ second level eligibility	N/A	Municipal Planning and Development Office
	Farm Worker I	67	2	9,593.00	Elementary School Graduate	None Required	None Required	None Required (MC 10 s 2013, Category III)	N/A	Municipal Agriculture Office
	Farm Worker I	68	2	9,593.00	Elementary School Graduate	None Required	None Required	None Required (MC 10 s 2013, Category III)	N/A	Municipal Agriculture Office
	Administrative Aide III (Utility Worker II)	70	3	10,179.00	Must be able to read and write	None Required	None Required	None Required (MC 10 s 2013, Category III)	N/A	Municipal Budget Office
	Administrative Aide III (Utility Worker II)	88	3	10,179.00	Must be able to read and write	None Required	None Required	None Required (MC 10 s 2013, Category III)	N/A	Municipal Engineering 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

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 March 24, 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:

JOAQUIN R. ELIZALDE
Municipal Mayor
San Jose de Buan, Samar
ninorebato@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.