



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

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: 7-May-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	Local Disaster Risk Reduction and Management Officer IV (LDRRMO IV)	16	22	51,311.00	Bachelor's degree	16 hours of relevant training on DRRM	3 years of relevant experience on DRRM	Career Service Professional/ second level eligibility	N/A	LDRRM Office
2	Administrative Aide IV (Clerk II)	41	4	10,800.00	Two years studies in college	None Required	None Required	Career Service Sub-Professional/ first level eligibility	N/A	Treasurers Office
3	Revenue Collection Clerk I	43	5	11,456.00	Two years studies in college	None Required	None Required	Career Service Sub-Professional/ first level eligibility	N/A	Treasurers Office
1	Assessment Clerk I	50	4	10,800.00	Two years studies in college	None Required	None Required	Career Service Sub-Professional/ first level eligibility	N/A	Assessors 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-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 May 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;
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.