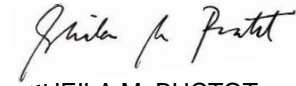


Republic of the Philippines
Municipality of San Juan
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the Municipality of San Juan in the CSC website:



SHEILA M. BUCTOT

HRMO II

Date: October 7, 2021

No.	Position Title (parentetical 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 DRRM Assistant	16	8	12,254.00	Completion of two years in college	4 hours of relevant training	1 year of relevant experience on DRRM	Career Service (Subprofessional), First Level Eligibility	N/A	OFFICE OF THE MAYOR
2	Administrative Assistant II (Bookkeeper I)	33	8	12,254.00	Completion of two years in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional), First Level Eligibility	N/A	MUNICIPAL ACCOUNTING OFFICE
3	Municipal Government Department Head I (Internal Auditor V)	50	24	59,552.00	Master's Degree	24 hrs of training in management and supervision	4 year's in position/s involving management and supervision	Career Service (Professional), Second Level Eligibility	N/A	OFFICE OF THE MUNICIPAL INTERNAL AUDIT SERVICE

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 October 28, 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:

SHEILA M. BUCTOT

HRMO II

San Juan, Southern Leyte

hrlgusanjuan@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.