

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: July 21, 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	Municipal Government Department Head I (Municipal Planning and Development Coordinator)	22	24	59,552.00	Bachelor's degree preferably in Urban Planning, Development Studies, Economics, Public Administration or any related course	None	3 years experience in government planning or in any related field	RA 1080 (Environmental Planner)		Office of the Municipal Planning and Development

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 \_\_\_\_\_.

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:

SHEILA M. BUCTOT

HRMO II

San Juan, Southern Leyte

[hrlgusanjuan@gmail.com](mailto:hrlgusanjuan@gmail.com)

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