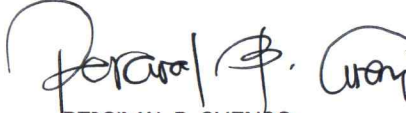


Republic of the Philippines  
**CGO CATBALOGAN, SAMAR (WESTERN)**  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the CGO CATBALOGAN, SAMAR (WESTERN) in the CSC website:

  
**PERCIVAL B. CUENCO**  
HRMO

Date: January 4, 2024

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 III (LABORER II)	294	3	13419	Must be able to read and write	None Required	None Required	None Required (MC 10, s. 2013-Cat, III)	Must possess labor and utility work skills	City General Services Office
2	ADMINISTRATIVE OFFICER I (SUPPLY OFFICER I)	450	10	21081	Bachelor's degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	English proficient, knowledgeable in records management, computer literate, posses the ability to use word & excel	City General Services Office
3	ADMINISTRATIVE OFFICER I (RECORDS OFFICER I)	289	10	21081	Bachelor's degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	English proficient, knowledgeable in records management, computer literate, posses the ability to use word, excel & powerpoint	City Economic Enterprise and Public Utility Office

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 19, 2024**, but not to go beyond 5:00 PM.

1. Fully accomplished and notarized Personal Data Sheet (PDS) with recent passport-size picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph).
  3. Photocopy of certificate of eligibility/rating/license; if required.
  4. Photocopy of Transcript of Records/School Records.
  5. This Office highly encourages all interested and qualified applicants and promotes equal opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, disability, religion, ethnicity, political affiliation to include members of the indiginous communities and those with diverse sexual orientation gender identity and expression (SOGIE). PWD applicants must inform the City Human Resource Management Office on what assistance they need during the interview and other recruitment and selection process.
  - \* 6. Including the requirements of Filipino Citizenship, of good moral character and resident of the Local Government unit concerned as provided for in the 1991 Local Government Code.
- QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**HON. DEXTER M. UY**  
City Mayor  
CITY HALL BUILDING RIZAL AVENUE, CATBALOGAN CITY  
[catbalogancity\\_2007@yahoo.com](mailto:catbalogancity_2007@yahoo.com)

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