

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 5, 2022

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	REGISTRAR I	465	11	22683	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility		Office of the City College
2	ADMINISTRATIVE AIDE III (LABORER II)	459	3	12893	Must be able to read and write	None required	None required	None required (Mc 10, s.2013 Cat. III)		Office of the City College
3	YOUTH DEVELOPMENT OFFICER II	499	14	29259	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		City Social Welfare and Development Office
4	CITY GOVERNMENT DEPARTMENT HEAD I	458	25	93942	Master's Degree or Certificate in Leadership and Management from the CSC	120 hours of supervisory/management learning and development	5 years supervisory/management experience	Career Service (Professional) Second Level Eligibility	Building collaborative inclusive working rela	City Tourism, Culture, Arts and Information Office
5	EXECUTIVE ASSISTANT III	148	20	51538	Bachelor's degree	8 hours of training	2 years of experience	Career Service (Professional) Second Level Eligibility		City Budget Office
6	VETERINARIAN I	475	13	26862	Doctor of Veterinary Medicine	None required	None required	RA 1080		Office of the City Veterinarian
7	NURSE II	497	16	36628	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080		City Health 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 21, 2022

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:

HON. DEXTER M. UY
City Mayor
CITY HALL BUILDING RIZAQL AVENUE, CATBALOGAN CITY
catbalogancity_2007@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

