


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: July 13, 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	ADMINISTRATIVE AIDE I (LABORER I)	252	1	11891	Must be able to read and write	None required	None required	None required (MC 10, s. 2013 - Cat. III)		Office of the City Civil Registrar
2	ADMINISTRATIVE AIDE I (LABORER I)	154	1	11891	Must be able to read and write	None required	None required	None required (MC 10, s. 2013 - Cat. III)		Office of the City Treasurer
3	ADMINISTRATIVE AIDE III (LABORER II)	96	3	13419	Must be able to read and write	None required	None required	None required (MC 10, s. 2013 - Cat. III)		Office of the City Treasurer
4	LOCAL TREASURY OPERATIONS OFFICER III	61	18	42943	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		Office of the City Treasurer

Interested and qualified applicants should signify their interest in writing attach the following documents to the application letter not later than **July 28, 2022**.

1. Fully accomplished and notarized 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 two (2) rating periods** (for promotion and transfer);
3. Photocopy of certificate of eligibility/rating/license; if required, and
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, person with disability (PWD), religion, ethnicity, political affiliation to include members of the Indigenous 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.

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.