


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:

October 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	CITY GOVERNMENT ASSISTANT DEPARTMENT HEAD I	156	23	74532	Bachelor's Degree	16 hours of relevant training	3 years of relevant experience	Career Service Professional/ Second Level Eligibility	Building collaborative inclusive working relationship (Advanced) Managing performance and coaching for results (Advanced) Leading change (Advanced) Thinking strategically and creatively (Advanced) Creating and nurturing a high performing organization (Advanced)	Office of the City Planning and Development Coordinator
2	CITY GOVERNMENT DEPARTMENT HEAD I (CITY AGRICULTURIST I)	323	25	95749	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None	5 years acquired experience in agriculture or in a related field	Relevant RA 1080	Building collaborative inclusive working relationship (Advanced) Managing performance and coaching for results (Advanced) Leading change (Advanced) Thinking strategically and creatively (Advanced) Creating and nurturing a high performing organization (Advanced)	City Agriculture Office
3	CITY GOVERNMENT ASSISTANT DEPARTMENT HEAD I	362	23	74532	Bachelor's Degree	16 hours of relevant training	3 years of relevant experience	Career Service Professional/ Second Level Eligibility	Building collaborative inclusive working relationship (Advanced) Managing performance and coaching for results (Advanced) Leading change (Advanced) Thinking strategically and creatively (Advanced) Creating and nurturing a high performing organization (Advanced)	City Disaster Risk Reduction and Management Office

Interested and qualified applicants should signify their interest in writing attach the following documents to the application letter not later than **October 20, 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](http://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](mailto:catbalogancity_2007@yahoo.com)

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