

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:

Date: November 17, 2022


PERCIVAL B. CUENCO
HRMO

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 ASSISTANT I (BOOKBINDER III)	387	7	17004	Elementary School Graduate	None required	None required	None required	None required (MC 10 s. 2013 Cat. III)	Must possess the ability to compile/binds official records.	Office of the Catbalogan City Community College	
2	ADMINISTRATIVE AIDE I (LABORER I)	317	1	11891	Must be able to read and write	None required	None required	None required (MC 10 s. 2013 Cat. III)	None required	Must possess labor and utility work skills	City Population and Youth Development Office	
3	ADMINISTRATIVE AIDE I (LABORER I)	318	1	11891	Must be able to read and write	None required	None required	None required (MC 10 s. 2013 Cat. III)	None required	Must possess labor and utility work skills	City Population and Youth Development Office	
4	ADMINISTRATIVE AIDE I (LABORER I)	123	1	11891	Must be able to read and write	None required	None required	None required (MC 10 s. 2013 Cat. III)	None required	Must possess labor and utility work skills	Office of the City Assessor	

Interested and qualified applicants should signify their interest in writing attach the following documents to the application letter not later than **December 2, 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 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 a 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

catbaloganctv_2007@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.