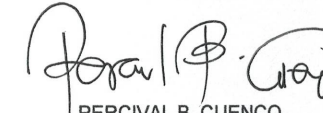


Republic of the Philippines
CGO CATBALOGAN, SAMAR (WESTERN)
Request for Publication of Vacant Positions

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: November 18, 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	COLLEGE LIBRARIAN I	507	13	28308	Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library Science	None required	None required	RA 1080		Office of the Catbalogan City Community College
2	COLLEGE ADMINISTRATOR	503	25	95749	Bachelor's degree	None required	3 years of supervisory experience	Career Service Executive Eligibility (CSEE)/Career Executive Service (CES)	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 Catbalogan City Community College
3	GUIDANCE COUNSELOR I	506	11	24167	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		Office of the Catbalogan City Community College
4	INSTRUCTOR I	504	12	26228	Bachelor's degree in the area of specialization	None required	None required	PBET/Teacher/RA 1080		Office of the Catbalogan City Community College

Interested and qualified applicants should signify their interest in writing attach the following documents to the application letter not later than **December 3, 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 indigenenous 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 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

catbalogancity_2007@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.