


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 23, 2021

| No. | Position Title <b>(Parenthetical Title, if applicable)</b> | Plantilla Item No. | Salary/ Job/ Pay Grade | Monthly Salary | Qualification Standards    |               |               |  |                            | Place of Assignment         |
|-----|--|--------------------|------------------------|----------------|----------------------------|---------------|---------------|--|----------------------------|-----------------------------|
|     |  |                    |                        |                | Education                  | Training      | Experience    | Eligibility                                | Competency (if applicable) |                             |
| 1   | ADMINISTRATIVE AIDE VI (UTILITY FOREMAN)                   | 186                | 6                      | 15390          | Elementary School Graduate | None required | None required | None required<br>(MC 10, s. 2013 Cat. III) |                            | Office of the City Engineer |

The City of Catbalogan encourages all interested and qualified applicants including Persons With Disability (PWD), regardless of Civil Status, Religion and those from any Sexual Orientation and Gender Identities (SOGI) to submit the application letter attach the following documents not later than **December 12, 2021**.

*\*PWD applicants must inform the City Human Resource Management Office on what assistance they need during the interview and other recruitment and selection process.*

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 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 RIZAL AVENUE, CATBALOGAN CITY  
[catbalogancity\\_2007@yahoo.com](mailto:catbalogancity_2007@yahoo.com)

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

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| 1   | CITY GOVERNMENT ASSISTANT DEPARTMENT HEAD I         | 143                | 23                     | 73062          | Bachelor's Degree       | 120 hours of supervisory/ management learning and development intervention undertaken within the last 5 years | 3 years of supervisory/ management experience | Career Service Professional<br>Second Level Eligibility | Building collaborative, inclusive working relationships (Advanced)<br>Managing performance and coaching for results (Advanced)<br>Leading Change (Advanced)<br>Thinking strategically and creatively (Advanced)<br>Creating and nurturing a high performing organization (Advanced) | Office of the City Mayor |

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