

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: December 21, 2021

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 II (BOOKBINDER I)	121	2	12151	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)		Office of the City Assessor
2	ADMINISTRATIVE AIDE I (LABORER I)	122	1	11432	Must be able to read and write	None required	None required	None required (MC 10, s. 2013 - Cat. III)		Office of the City Assessor
3	REVENUE COLLECTION CLERK I	87	5	14511	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		Office of the City Treasurer

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 January 5, 2022

*\*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.**