

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:

April 26, 2024

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	547	23	74532	Bachelor's Degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	Must possess the 5 leadership competencies	Barangay and Community Affairs Office
2	SUPERVISING ADMINISTRATIVE OFFICER	489	22	66465	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	Knowledgeable in records management, computer literate, possesses the ability to use word, excel and powerpoint	Office of the City Mayor
3	ADMINISTRATIVE ASSISTANT II (CLERK IV)	65	8	18048	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	computer literate, possesses the ability to use word, excel and powerpoint	Office of the City Assessor
4	ADMINISTRATIVE OFFICER IV (ADMINISTRATIVE OFFICER II)	293	15	33342	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	English proficient, knowledgeable in records management, computer literate, possesses the ability to use word, excel & powerpoint	City Human Resource Management Office
5	PROJECT DEVELOPMENT OFFICER III	501	18	42943	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	English proficient, computer literate, possesses the ability to use word, excel and powerpoint	Office of the City Planning and Development Coordinator
6	ADMINISTRATIVE AIDE III (LABORER II)	191	3	13419	Must be able to read and write	None required	None required	None required MC 10 S. 2013 - Cat. III)	Must possess labor and utility work skills	Office of the City Engineer
7	ENVIRONMENTAL MANAGEMENT SPECIALIST I	339	11	24167	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	English proficient, knowledgeable in records management, computer literate, possesses the ability to use word & excel	City Environment and Natural Resources Office

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **May 11, 2024**, but not to go beyond 5:00 PM.

1. Fully accomplished and notarized Personal Data Sheet (PDS) with recent passport-size 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.
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, disability, 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.
- * 6. Including the requirements of Filipino Citizenship, of good moral character and 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
CITYHALL BUILDING RIZAL AVENUE, CATBALOGAN CITY
catbalogancity_2007@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.