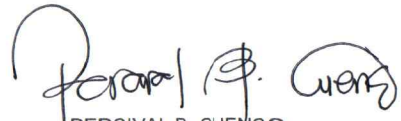


Republic of the Philippines
CGO CATBALOGAN, SAMAR (WESTERN)
Request for Publication of Vacant Positions

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: May 17, 2023

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	156	23	74532	Bachelor's Degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional)/ Second Level Eligibility	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 performance organization (Advanced)	Office of the City Planning and Development Coordinator
2	Midwife II	220	11	25439	Completion of Midwifery Course	4 hours of relevant training	1 year of relevant experience	R.A. 1080		City Health Office
3	Administrative Assistant II (Administrative Assistant)	490	8	18048	Completion of two years studies in college	4 hours relevant training	1 year of relevant experience	Career Service (subprofessional)/ First Level Eligibility		Office of the City Administrator
4	City Government Department Head I (City Agriculturist I)	323	25	95749	bachelor's degree in agriculture or other allied courses such as agricultural engineering, fisheries technology and veterinary medicine	none	5 years acquired experience in agriculture or in a related field	relevant RA 1080	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 performance organization (Advanced)	City Agriculture 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 **June 01, 2023**.

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 indiginous 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
CITY HALL BUILDING RIZAL AVENUE, CATBALOGAN CITY
catbalogancity_2007@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.