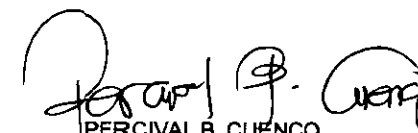


Republic of the Philippines
CGO CATBALOGAN, SAMAR (WESTERN)
Request for Publication of Vacant Positions

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 18, 2023

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/Job/Pay	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	ADMINISTRATIVE OFFICER III (CASHIER II)	62	14	30705	Bachelor's degree	4 hours of relevant training	1 year relevant experience	Career Service (Professional) Second Level Eligibility		Office of the City Treasurer
2	ADMINISTRATIVE OFFICER II (FISCAL EXAMINER I)	131	11	24167	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		Office of the City Accountant
3	ADMINISTRATIVE ASSISTANT V (DATA CONTROLLER III)	226	11	25439	Completion of 2 years studies in college or High School graduate with relevant vocational/trade course.	8 hours of relevant training	2 years relevant experience	Career Service (Sub-Professional) Data Encoder (MC 11, s. 96-Cat. I) First Level Eligibility		City Health Office
4	PLANNING OFFICER I	160	11	24167	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		Office of the City Planning and Development Coordinator
5	TOURISM OPERATIONS OFFICER I	454	11	24167	Bachelor's degree in tourism, business, law, economics, marketing, public administration or other related fields	None required	None required	Career Service (Professional) Second Level Eligibility	With good communication skills and drive in developing local tourism industry	City Tourism, Culture, Arts and Information Office
6	TOURISM OPERATIONS ASSISTANT	455	7	17004	Completion of 2 years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	With good communications skills and adept in providing administrative support services	City Tourism, Culture, Arts and Information Office
7	ADMINISTRATIVE OFFICER IV (ADMINISTRATIVE OFFICER II)	328	15	33342	Bachelor's degree	4 hours of relevant training	1 year relevant experience	Career Service (Professional) Second Level Eligibility	With good communication skills and adept in providing administrative support services	City Agriculture Office
8	ENVIRONMENTAL MANAGEMENT SPECIALIST I	339	11	24167	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	Must have knowledge in developing and maintaining management information systems which identify the location of hazardous materials and pollutants	City Environment and Natural Resources Office
9	ADMINISTRATIVE OFFICER IV (ADMINISTRATIVE OFFICER II)	293	15	33342	Bachelor's degree	4 hours of relevant training	1 year relevant experience	Career Service (Professional) Second Level Eligibility	With good communication skills and adept in providing administrative support services	City Human Resource Management Office
10	COOPERATIVE DEVELOPMENT SPECIALIST I	357	11	24167	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		City Cooperatives and Employment Service Office
11	LICENSING OFFICER II	379	15	33342	Bachelor's degree	4 hours of relevant training	1 year relevant experience	Career Service (Professional) Second Level Eligibility	Adept with local revenue code	Business Processing & Licensing 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 2, 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 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
CITY HALL BUILDING RIZAL AVENUE, CATBALOGAN CITY
catbalogancity_2007@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.