CS Form No. 9
Series of 2017

Electronic copy to be submitte
must be in MS Excel

Republic of the Philippines
CITY OF CATBALOGAN
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of (City of Catbalogan) in the CSC website:

STEPHANY U. TAN
City Mayor

Date: AUG 0 7 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aide IV	76	4	143,976.00	Elementary School Graduate	None Required	None Required	None Required		City Planning an
	(Storekeeper I)									Coordinator's Of
2	Administrative Aide I	169	1	118,716.00	Must be able to read and write	None Required	None Required	None Required		City Treasurer's
	(Laborer I)									

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 _____.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the present position for one (1) year (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:

STEPHANY U. TAN
CITY MAYOR
CITY HALL BUILDING RIZAL AVENUE, CATBALOGAN CITY
Catbalogancity_2007@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.