CS Form No. 9
Series of 2018

Electronic copy to be subn
must be in MS E

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, which are authorized to be filled, at the City of Catbalogan in the CSC website:

STEPHANY U. TAN
City Mayor

Date: September 06, 2018

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Labor and Employment Officer II	5	13	22,946.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level		City Mayor's Offi
2	Administrative Aide IV (Driver II)	13	4	11,998.00	Elementary School Graduate	None Required	None Required	Driver's License (MC 11, s. 96 - Cat. II)		City Mayor's Offi
3	Administrative Aide III (Laborer II)	14	3	11,256.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)		City Mayor's Offi
4	Senior Administrative Assistant II	20	14	25,013.00	Completion of two years studies in College	16 hours of relevant training	3 years of relevant Experience	Career Service (Sub-Professional) First Level		City Human Res Office
5	Administrative Aide IV (HRM Aide)	25	4	11,998.00	Completion of two years studies in College	None Required	None Required	Career Service (Sub-Professional) First Level		City Human Res Office
6	Administrative Aide III (Clerk I)	26	3	11,256.00	Completion of two years studies in College	None Required	None Required	Career Service (Sub-Professional) First Level		City Human Res Office
7	Administrative Aide I (Laborer I)	29	1	9,893.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)		City Human Res Office
8	Administrative Aide III (Driver I)	34	3	11,256.00	Elementary School Graduate	None Required	None Required	Driver's License (MC 11, s. 96 - Cat. II)		City Vice Mayor
9	Administrative Aide III (Laborer II)	35	3	11,256.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)		City Vice Mayor

10	Administrative Aide III	36	3	11,256.00	Must be able to read and write	None Required	None Required	None Required		City Vice Mayor's
	(Laborer II)							(MC 11, s. 96 - Cat. III)		
11	Administrative Aide I	38	1	9,893.00	Must be able to read and write	None Required	None Required	None Required		City Vice Mayor's
	(Laborer I)							(MC 11, s. 96 - Cat. III)		
12	Administrative Aide III	58	3	11,256.00	Must be able to read and write	None Required	None Required	None Required		Sangguniang Pa
	(Laborer II)							(MC 11, s. 96 - Cat. III)		
13	Administrative Aide I	65	1	9,893.00	Must be able to read and write	None Required	None Required	None Required		Sangguniang Pa
	(Laborer I)							(MC 11, s. 96 - Cat. III)		
14	Administrative Aide I	66	1	9,893.00	Must be able to read and write	None Required	None Required	None Required		Sangguniang Pa
	(Laborer I)							(MC 11, s. 96 - Cat. III)		
15	Planning Officer I	72	11	19,255.00	Bachelor's Degree relevant to	None Required	None Required	Career Service (Professional)		City Planning an
					the job			Second Level		Coordinator's Of
16	Administrative Assistant I	83	7	14,529.00	Completion of two years studies in	None Required	None Required	Career Service (Sub-Professional)		City Civil Registr
	(Computer Operator I)				College or High School Graduate			Data Encoder (MC 11, s. 96 - Cat I)		
					with relevant vocational/trade course			First Level		
17	Administrative Aide III	86	3	11,256.00	Must be able to read and write	None Required	None Required	None Required		City Civil Registr
	(Laborer II)							(MC 11, s. 96 - Cat. III)		
18	Administrative Aide I	89	1	9,893.00	Must be able to read and write	None Required	None Required	None Required		City Civil Registr
	(Laborer I)							(MC 11, s. 96 - Cat. III)		
19	Administrative Aide I	90	1	9,893.00	Must be able to read and write	None Required	None Required	None Required		City Civil Registr
	(Laborer I)							(MC 11, s. 96 - Cat. III)		
20	Senior Administrative	94	18	35,579.00	Completion of two years studies	24 hours of relevant	4 years of relevant	Career Service (Sub-Professional)		City Budget Offi
	Assistant V				in college	Training	experience	First Level		
21	Administrative Aide IV	102	4	11,998.00	Elementary School Graduate	None Required	None Required	None Required		City Budget Offi
	(Storekeeper I)							(MC 11, s. 96 - Cat. III)		
22	Administrative Aide III	103	3	11,256.00	Must be able to read and write	None Required	None Required	None Required		City Budget Offi
	(Laborer II)							(MC 11, s. 96 - Cat. III)		
23	Supervising Administrative	107	22	53,573.00	Bachelor's Degree relevant to	16 hours of relevant	3 years of relevant	Career Service (Professional)		City Accountant'
	Officer				the job	training	experience	Second Level		
24	Local Treasury Operations	124	18	35,579.00	Bachelor's Degree	8 hours of relevant	2 years of relevant	Career Service (Professional)		City Treasurer's
	Officer III					training	experience	Second Level		

25	Local Treasury Operations Officer III	127	18	35,579.00	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level		City Treasurer's
26	Revenue Collection Clerk II	132	7	14,529.00	Completion of two years studies in college	None Required	None Required	Career Service (Sub-Professional) First Level		City Treasurer's
27	Revenue Collection Clerk II	133	7	14,529.00	Completion of two years studies in college	None Required	None Required	Career Service (Sub-Professional) First Level		City Treasurer's
28	Revenue Collection Clerk II	134	7	14,529.00	Completion of two years studies in college	None Required	None Required	Career Service (Sub-Professional) First Level		City Treasurer's
29	Administrative Aide VI (Disbursing Officer I)	138	6	13,631.00	Completion of two years studies in college	None Required	None Required	Career Service (Sub-Professional) First Level		City Treasurer's
30	Revenue Collection Clerk I	141	5	12,788.00	Completion of two years studies in college	None Required	None Required	Career Service (Sub-Professional) First Level		City Treasurer's
31	Revenue Collection Clerk I	151	5	12,788.00	Completion of two years studies in college	None Required	None Required	Career Service (Sub-Professional) First Level		City Treasurer's
32	Revenue Collection Clerk I	152	5	12,788.00	Completion of two years studies in college	None Required	None Required	Career Service (Sub-Professional) First Level		City Treasurer's
33	Administrative Aide III (Laborer II)	154	3	11,256.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)		City Treasurer's
34	Administrative Aide III (Laborer II)	155	3	11,256.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)		City Treasurer's
35	Administrative Aide I (Laborer I)	169	1	9,893.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)		City Treasurer's
36	Administrative Aide I (Laborer I)	170	1	9,893.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)		City Treasurer's
37	Administrative Aide I (Laborer I)	171	1	9,893.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)		City Treasurer's
38	Administrative Aide I (Laborer I)	172	1	9,893.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)		City Treasurer's
39	Administrative Aide IV (Storekeeper I)	182	4	11,998.00	Elementary School Graduate	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)		City Assessor's

40	Administrative Aide III	184	3	11,256.00	Must be able to read and write	None Required	None Required	None Required		City Assessor's C
	(Laborer II)							(MC 11, s. 96 - Cat. III)		
41	Administrative Aide III	185	3	11,256.00	Must be able to read and write	None Required	None Required	None Required		City Assessor's C
	(Laborer II)							(MC 11, s. 96 - Cat. III)		
42	City Government Department	190	25	73,717.00	Bachelor of Laws	None Required	5 years experience in the	R.A. 1080		City Legal Office
	Head I (City Legal Officer)				A Filipino Citizen, a resident of the		practice of law			
					local government unit concerned,					
					of good moral character, and a					
					member of the Philippine bar.					
43	Administrative Aide I	193	1	9,893.00	Must be able to read and write	None Required	None Required	None Required		City Legal Office
	(Laborer I)							(MC 11, s. 96 - Cat. III)		
44	City Government Assistant	196	23	61,228.00	Doctor of Medicine	None Required	3 years experience in the	R.A. 1080		City Health Offic
	Department Head I				A Filipino Citizen, a resident of the		practice of profession			
	(Assistant City Health Officer)				local government unit concerned,					
					of good moral character, and a					
					licensed medical practitioner.					
45	Dentist III	199	20	44,765.00	Doctor of Dental Medicine or	8 hours of relevant	2 years of relevant	R.A. 1080		City Health Offic
					Dental Surgery	training	experience			
46	Pharmacist II	212	15	28,143.00	Bachelor of Science in Pharmacy	None Required	None Required	R.A. 1080		City Health Offic
47	Sanitation Inspector I	235	6	14,047.00	Completion of two years studies	None Required	None Required	Career Service (Sub-Professional)		City Health Offic
					in college			First Level		
48	Administrative Aide I	257	1	9,893.00	Must be able to read and write	None Required	None Required	None Required		City General Se
	(Laborer I)							(MC 11, s. 96 - Cat. III)		
49	Administrative Aide I	272	1	9,893.00	Must be able to read and write	None Required	None Required	None Required		City General Se
	(Laborer I)							(MC 11, s. 96 - Cat. III)		
50	Administrative Aide I	273	1	9,893.00	Must be able to read and write	None Required	None Required	None Required		City General Se
	(Laborer I)							(MC 11, s. 96 - Cat. III)		
51	Administrative Aide I	274	1	9,893.00	Must be able to read and write	None Required	None Required	None Required		City General Se
	(Laborer I)							(MC 11, s. 96 - Cat. III)		
52	Social Welfare Officer I	285	11	19,255.00	Bachelor's Degree relevant to the	None Required	None Required	R.A. 1080		City Social Welf
					job					Development O
53	Social Welfare Assistant	289	8	15,529.00	Completion of two years studies in	4 hours of relevant	1 year of relevant	Career Service (Sub-Professional)		City Social Welf
					college	training	experience	First Level		Development O

54	Administrative Aide I (Laborer I)	295	1	9,893.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)		City Social Wel Development C
55	Administrative Aide III (Laborer II)	299	3	11,256.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)		City Investmen
56	Administrative Aide I (Laborer I)	300	1	9,893.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)		City Investmen
57	Aquaculturist II	305	15	27,316.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level		City Agriculture
58	Administrative Officer IV	307	15	27,316.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level		City Agriculture
59	Administrative Officer IV	308	15	27,316.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level		City Agriculture
60	Agricultural Technologist	311	10	17,871.00	Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology, and Veterinary Medicine	None Required	None Required	Relevant RA 1080		City Agriculture
61	Agricultural Technologist	313	10	17,871.00	Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology, and Veterinary Medicine	None Required	None Required	Relevant RA 1080		City Agriculture
62	Veterinarian I	318	13	22,946.00	Doctor of Veterinary Medicine	None Required	None Required	Relevant RA 1080		City Veterinari
63	Meat Inspector II	319	8	15,529.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level		City Veterinari
64	Meat Inspector II	320	8	15,529.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level		City Veterinari
65	Administrative Aide I (Laborer I)	326	1	9,893.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)		City Veterinari
66	Administrative Assistant III (Electrician Foreman)	335	9	16,671.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level		City Engineeri
67	Administrative Aide III (Laborer II)	349	3	11,256.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)		City Engineeri

68	Administrative Aide III (Laborer II)	350	3	11,256.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)		City Engineering
69	City Government Department Head I (City Economic Enterprise and Public Utility Officer)	352	25	73,717.00	Master's Degree A Filipino Citizen, a resident of the local government unit concerned, of good moral character, a holder of a college degree or any related course from a recognized college or university	120 hours of training in management and supervision	5 years in position involving management and supervision	Career Service (Professional) Second Level		City Economic E Public Utility Offi
70	Administrative Aide III (Laborer II)	356	3	11,256.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)		City Economic E Public Utility Offi
71	Administrative Aide I (Laborer I)	359	1	9,893.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)		City Economic E Public Utility Offi
72	Administrative Aide I (Laborer I)	360	1	9,893.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)		City Economic E Public Utility Offi
73	Administrative Aide I (Laborer I)	361	1	9,893.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)		City Economic E Public Utility Offi
74	Administrative Aide I (Laborer I)	362	1	9,893.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)		City Economic E Public Utility Offi
75	City Government Department Head I (City Cooperatives Officer)	363	25	73,717.00	A Filipino Citizen, a resident of the local government unit concerned, of good moral character, a holder of a college degree preferably in business administration or any related course from a recognized college or university	Specialized training in cooperatives	5 years experience in coopratives organization and management	First grade or its equivalent		City Cooperative
76	Cooperatives Development Specialist I	365	11	19,255.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level		City Cooperative
77	Administrative Assistant II (Bookkeeper I)	366	8	15,529.00	Completion of two year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level		City Cooperative
78	Administrative Assistant II (Labor General Foreman)	370	8	15,529.00	High School graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	None Required (MC 11, s. 96 - Cat. III)		City Environmer Resources Offic
79	Administrative Aide III (Laborer II)	372	3	11,256.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)		City Environmer Resources Offic

80	Administrative Aide III	378	3	11,256.00	Must be able to read and write	None Required	None Required	None Required		City Business Pe
	(Laborer II)							(MC 11, s. 96 - Cat. III)		Licensing Office
81	Administrative Aide I	381	1	9,893.00	Must be able to read and write	None Required	None Required	None Required		City Business Pe
	(Laborer I)							(MC 11, s. 96 - Cat. III)		Licensing Office
82	Nurse II	384	15	27,316.00	Bachelor's of Science in Nursing	4 hours of relevant training	1 year of relevant experience	R.A. 1080 (Nurse)		City Disaster Ris Management Off
83	Youth Development Officer II	391	14	25,013.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level		City Youth Devel
84	City Government Department Head I (City Internal Audit System Officer)	393	25	73,717.00	Master's Degree A Filipino Citizen, a resident of the local government unit concerned, of good moral character, a holder of a college degree or any related course from a recognized college or university	120 hours of training in management and supervision	5 years in position involving management and supervision	Career Service (Professional) Second Level		City Internal Aud
85	Administrative Officer II	396	11	19,255.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level		City Internal Auc
86	Administrative Aide III	397	3	11,256.00	Must be able to read and write	None Required	None Required	None Required		City Internal Auc
	(Laborer II)							(MC 11, s. 96 - Cat. III)		

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 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:

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.