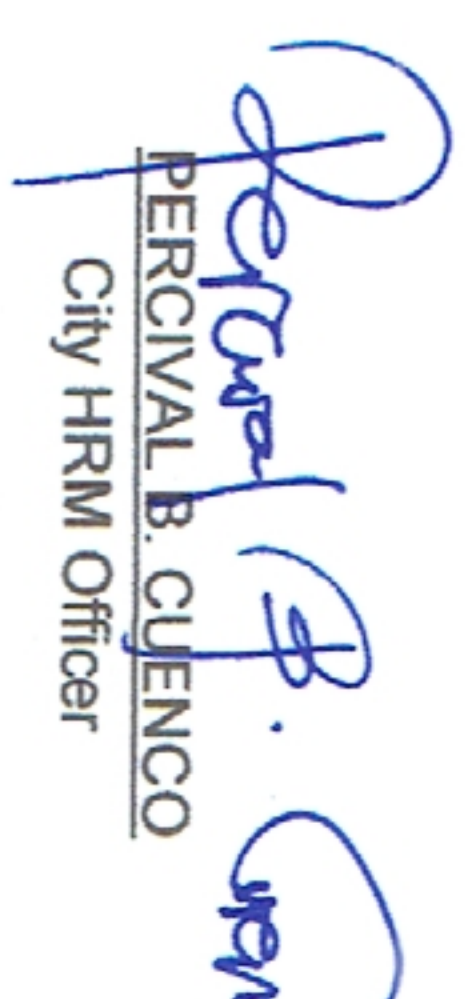


Republic of the Philippines
CITY OF CATBALOGAN
Request for Publication of Vacant Positions

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:


PERCIVAL B. CUENCO
City HRM Officer

Date: September 24, 2018

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of
					Education	Training	Experience	Eligibility		
1	Senior Administrative Assistant II (Computer Operator IV)	20	14	25,013.00	Completion of two years studies in College or High School graduate with relevant vocational/trade course	16 hours of relevant training	3 years of relevant Experience	Career Service (Sub-Professional) First Level Data Encoder (MC 11 s. 96 - Cat. I)		City Human Res Office
2	City Legal Officer	190	25	73,717.00	Bachelor of Laws A Filipino Citizen, a resident of the local government unit concerned, of good moral character, and a member of the Philippine bar.	None Required	5 years experience in the practice of law	R.A. 1080		City Legal 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 _____.

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.