


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

Electronic copy to be submitted
must be in MS E

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. QUENCO
City HRM Officer

Date: November 12, 2018

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards			Eligibility	Competency (if applicable)	Place of
					Education	Training	Experience			
1	Administrative Assistant III (Electrician Foreman)	335	9	16,671.00	High School Graduate or Completion of relevant vocational/ trade course	4 hours of relevant training	1 year of relevant experience	Electrician CSC MC 10, S. 2013 - Cat. II)		City Engineering

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.