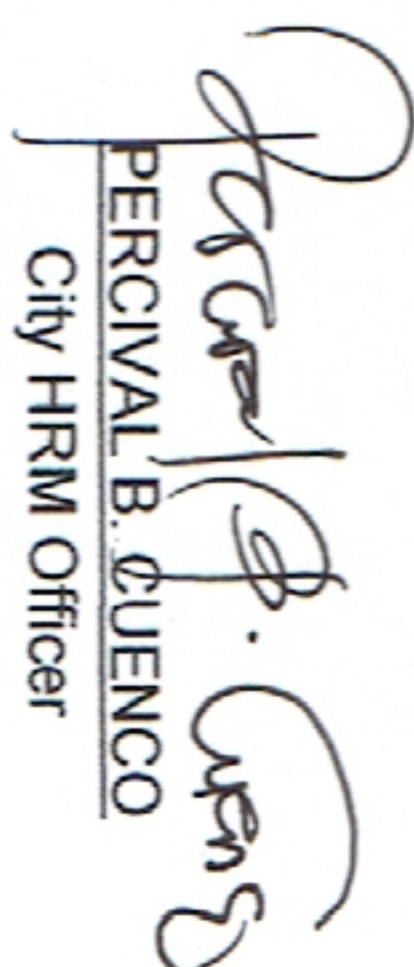


Republic of the Philippines
CITY OF CATBALOGAN
Request for Publication of Vacant Positions

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. QUENCO
City HRM Officer

Date: November 14, 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	Supervising Administrative Officer (Fiscal Examiner IV)	107	22	53,573.00	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level		City Accountant
2	Administrative Officer IV (Administrative Officer II)	307	15	27,316.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level		City Agriculture
3	Administrative Officer IV (Administrative Officer II)	308	15	27,316.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level		City Agriculture
4	Administrative Officer II (Administrative Officer I)	396	11	19,255.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level		City Internal Audit

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

Catbalogancty_2007@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.