


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:



HON. DEXTER M. UY
City Mayor

Date: October 14, 2019

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary /Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	ADMINISTRATIVE OFFICER I (RECORDS OFFICER I)	400	10	18,271.00	Bachelor's Degree	None Required	None Required	Career Service Professional Second Level Eligibility		City Internal Audit System Office
2	ADMINISTRATIVE OFFICER I (RECORDS OFFICER I)	401	10	18,271.00	Bachelor's Degree	None Required	None Required	Career Service Professional Second Level Eligibility		City Internal Audit System Office
3	ADMINISTRATIVE ASSISTANT II (LABOR GENERAL FOREMAN)	340	8	15,920.00	High School Graduate	4 hours of relevant training	1 year of relevant experience	None Required MC 10, s. 2013 Cat. III		City Environment and Natural Resources Office
4	ADMINISTRATIVE AIDE III (LABORER II)	297	3	11,843.00	Must be able to read and write	None Required	None Required	None Required MC 10, s. 2013 Cat. III		City General Services Office
5	SOCIAL WELFARE OFFICER I	278	11	19,716.00	Bachelor's degree in Social Work	None Required	None Required	R.A. 1080 (Social Worker) MC. 10, s. 1998		Social Welfare and Development 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 two (2) 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:

HON. DEXTER M. UY
CITY MAYOR
CITY HALL BUILDING RIZAL AVENUE, CATBALOGAN CITY
catbalogancity_2007@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.