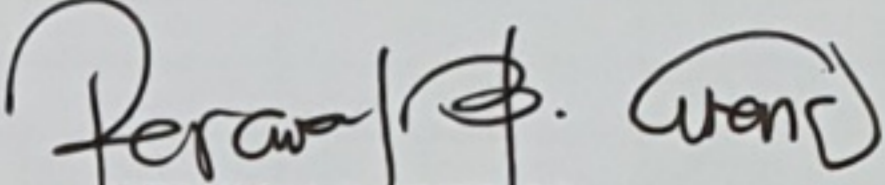


Republic of the Philippines
CITY OF CATBALOGAN
Request for Publication of Vacant Positions

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 Human Resource Management Officer

Date: January 5, 2021

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	
1	ADMINISTRATIVE AIDE VI (DATA ENTRY MACHINE OPERATOR I)	11	6	14,748.00	Completion of two years studies in college or High School Graduate with relevant vocaional/trade course	None required	None required	Career Service (Subprofessional) Data Encoder (MC 11, s. 96 Cat. I) First Level Eligibility		Office of the City Mayor
2	ADMINISTRATIVE ASSISTANT I (BOOKBINDER III)	90	7	15,635.00	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 Cat. III)		Office of the City Treasurer
3	ADMINISTRATIVE ASSISTANT II (LABOR GENERAL FOREMAN)	413	8	16,630.00	High School Graduate	4 hours of relevant training	1 year of relevant experience	None required (MC 10, s. 2013 - Cat. III)		Office of the City Assessor
4	DRAFTSMAN I	414	6	14,748.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional) Draftsman or Illustrator (MC 10, s. 2013 - Cat. II) First Level Eligibility		Office of the City Assessor
5	ADMINISTRATIVE ASSISTANT II (LABOR GENERAL FOREMAN)	416	8	16,630.00	High School Graduate	4 hours of relevant training	1 year of relevant experience	None required (MC 10, s. 2013 Cat. III)		Office of the City Accountant
6	ADMINISTRATIVE ASSISTANT II (BUDGETING ASSISTANT)	148	8	16,630.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		City Budget Office
7	SANITATION INSPECTOR I	238	6	14,748.00	Completion of two years studies in College	None required	None required	Career Service (Subprofessional) First Level Eligibility		City Health Office

8	SANITATION INSPECTOR I	239	6	14,748.00	Completion of two years studies in College	None required	None required	Career Service (Subprofessional) First Level Eligibility	City Health Office
9	ADMINISTRATIVE ASSISTANT I (BOOKBINDER III)	248	7	15,635.00	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 Cat. III)	City Procurement Office
10	MEAT INSPECTOR I	266	6	14,748.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	Office of the City Veterinarian
11	MEAT INSPECTOR I	267	6	14,748.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	Office of the City Veterinarian
12	TOURISM OPERATIONS ASSISTANT	455	7	15,635.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	City Tourism, Culture, Arts and Information Office
13	ADMINISTRATIVE AIDE VI (DATA ENTRY MACHINE OPERATOR I)	349	6	14,748.00	Completion of two years studies in college or High School Graduate with relevant vocaional/trade course	None required	None required	Career Service (Subprofessional) Data Encoder (MC 11, s. 96 Cat. I) First Level Eligibility	City Human Resource Management Office
14	ADMINISTRATIVE AIDE VI (UTILITY FOREMAN)	351	6	14,748.00	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 Cat. III)	City Human Resource Management Office
15	ADMINISTRATIVE ASSISTANT II (CLERK IV)	460	8	16,630.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	City Internal Audit System Office
16	ADMINISTRATIVE ASSISTANT II (CLERK IV)	461	8	16,630.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	City Internal Audit System 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.