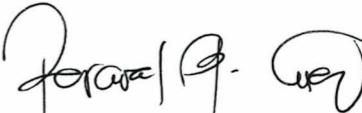


Republic of the Philippines
CGO CATBALOGAN, SAMAR (WESTERN)
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the CGO CATBALOGAN, SAMAR (WESTERN) in the CSC website:


PERCIVAL B. CUENCO
HRMO

Date: January 10, 2022

| 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 AIDE I (LABORER I) | 320 | 1 | 11432 | Must be able to read and write | None required | None required | None required (MC 10, s. 2013 - Cat. III) | | City General Services Office |
| 2 | ADMINISTRATIVE AIDE I (LABORER I) | 383 | 1 | 11432 | Must be able to read and write | None required | None required | None required (MC 10, s. 2013 - Cat. III) | | Business Processing and Licensing Office |
| 3 | ADMINISTRATIVE AIDE I (LABORER I) | 390 | 1 | 11432 | Must be able to read and write | None required | None required | None required (MC 10, s. 2013 - Cat. III) | | City Population and Youth Development Office |
| 4 | LOCAL DRRM ASSISTANT | 394 | 8 | 17338 | Completion of 2 years in College | 4 hours of relevant training | 1 year of relevant experience on DRRM | Career Service Sub-Professional 1st Level Eligibility | | City Disaster Risk Reduction and Management Office |

The City of Catbalogan encourages all interested and qualified applicants including Persons With Disability (PWD), regardless of Civil Status, Religion and those from any Sexual Orientation and Gender Identities (SOGI) to submit the application letter attach the following documents not later than **January 26, 2022**.

*PWD applicants must inform the City Human Resource Management Office on what assistance they need during the interview and other recruitment and selection process.

1. Fully accomplished and notarized 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:

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.