


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 23, 2023

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	ENGINEER III	169	19	47343	Bachelor's degree in Engineering relevant to the job	8 hours of relevant training	2 years or relevant experience	RA 1080	A competent Civil Engineer knowledgeable in the application of MS Excel and MS Word	Office of the City Engineer
2	ENGINEER II	185	16	36243	Bachelor's degree in Engineering relevant to the job	4 hours of relevant training	1 year or relevant experience	RA 1080	A competent Civil Engineer knowledgeable in the application of MS Excel and MS Word	Office of the City Engineer
3	ENGINEER II	188	16	36243	Bachelor's degree in Engineering relevant to the job	4 hours of relevant training	1 year or relevant experience	RA 1080	A competent Civil Engineer knowledgeable in the application of MS Excel and MS Word	Office of the City Engineer
4	CITY GOVERNMENT ASSISTANT DEPARTMENT HEAD I	362	23	74532	Bachelor's Degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	Building collaborative inclusive working relationship (Advanced) Managing performance and coaching for results (Advanced) Leading change (Advanced) Thinking strategically and creatively (Advanced) Creating and nurturing a high performing organization (Advanced)	City Disaster Risk Reduction and Management Office
5	ADMINISTRATIVE ASSISTANT II (ADMINISTRATIVE ASSISTANT)	490	8	18048	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Office of the City Administrator

Interested and qualified applicants should signify their interest in writing attach the following documents to the application letter not later than **February 7, 2023**.

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 two (2) rating periods (for promotion and transfer);
3. Photocopy of certificate of eligibility/rating/license; if required, and
4. Photocopy of Transcript of Records/School Records.

5. This Office highly encourages all interested and qualified applicants and promotes equal opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation gender identity and expression (SOGIE). PWD applicants must inform the City Human Resource Management Office on what assistance they need during the interview and other recruitment and selection process.

6. * Including the requirements of Filipino Citizenship, of good moral character and a resident of the Local Government unit concerned as provided for in the 1991 Local Government Code.

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.