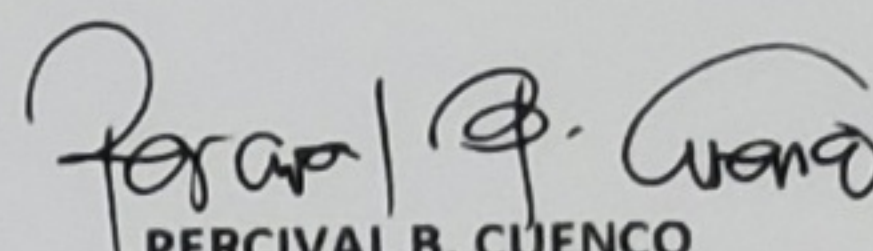


Republic of the Philippines  
CITY OF CATBALOGAN  
Request for Publication of Vacant Positions

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 27, 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 ASSISTANT V (STOREKEEPER IV)	442	11	21,200.00	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) First Level Eligibility		City Social Welfare and Development Office
2	ADMINISTRATIVE AIDE IV (STOREKEEPER I)	448	4	13,117.00	Elementary School Gradutae	None required	None required	None required (MC 10, s. 2013 - Cat. III)		City Human Resource Management Office
3	ADMINISTRATIVE AIDE VI (UTILITY FOREMAN)	92	6	14,748.00	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)		Office of the City Treasurer
4	PROJECT DEVELOPMENT OFFICER III	472	18	40,051.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		Office of the City Mayor
5	ENVIRONMENTAL MANAGEMENT SPECIALIST I	339	11	21,200.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		City Environment and Natural Resources 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](http://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](mailto:catbalogancity_2007@yahoo.com).

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**