Electronic copy to be submitted to the CSC FO must be in MS Excel format

## 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:

Date:

February 6, 2024

|     | Position Title (Parenthetical Title, if applicable) | Plantilla<br>Item No. | Salary/<br>Job/<br>Pay<br>Grade | Monthly<br>Salary | Qualification Standards  |                              |                               |  |  |                             |
|-----|---|-----------------------|---------------------------------|-------------------|--|------------------------------|-------------------------------|--|--|-----------------------------|
| No. |   |                       |                                 |                   | Education  | Training                     | Experience                    | Eligibility                                  | Competency (if applicable)                   | Place of Assignment         |
| 1   | ADMINISTRATIVE AIDE III (LABORER II)                | 191                   | 3                               | 13419             | Must be able to read and write   | None required                | None required                 | None required<br>(MC 10, s. 2013 - Cat. III) | Must posses labor and utility<br>work skills | Office of the City Engineer |
| 2   | MIDWIFE II  | 219                   | 11                              | 25439             | Completion of Midwifery Course   | 4 hours of relevant training | 1 year of relevant experience | R.A. 1080 (MIDWIFE)                          | With knowledge on the use of word and excel  | City Health Office          |
| 3   | MIDWIFE II  | 220                   | 11                              | 25439             | Completion of Midwifery Course   | 4 hours of relevant training | 1 year of relevant experience | R.A. 1080 (MIDWIFE)                          | With knowledge on the use of word and excel  | City Health Office          |
| 4   | MEDICAL TECHNOLOGIST II                             | 498                   | 15                              | 35097             | Bachelor's degree in Medical Technology<br>or Bachelor of Science in Public Health | 4 hours of relevant training | 1 year of relevant experience | R.A. 1080 (MEDTECH)                          | With knowledge on the use of word and excel  | City Health 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 Febuary 21, 2024, but not to go beyond 5:00 PM.

- 1. Fully accomplished and notarized Personal Data Sheet (PDS) with recent passport-size 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.
- 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, disability, religion, ethnicity, political affiliation to include members of the indiginenous 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 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. DE                  | XTER M. UY              |
|--------------------------|-------------------------|
| City                     | Mayor                   |
| CITY HALL BUILDING RIZAL | AVENUE, CATBALOGAN CITY |
| catbalogancity           | 2007@yahoo.com          |

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.