


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:

May 11, 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 (if applicable)	
1	ADMINISTRATIVE OFFICER IV (ADMINISTRATIVE OFFICER II)	410	15	31896	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		Office of the City Treasurer
2	SENIOR ADMINISTRATIVE ASSISTANT II (COMPUTER OPERATOR IV)	412	14	29259	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	16 hours of relevant training	3 years of relevant experience	Career Service (Subprofessional) Data Encoder (Mc 11, s. 96 -Cat. I) First Level Eligibility		Office of the City Treasurer
3	ADMINISTRATIVE AIDE III (LABORER II)	464	3	12893	Must be able to read and write	None required	None required	None required (MC 10 s. 2013 Cat.III)		City Procurement Office
4	REGISTRAR I	465	11	22683	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility		Office of the City College
5	ADMINISTRATIVE AIDE III (LABORER II)	459	3	12893	Must be able to read and write	None required	None required	None required (MC 10 s. 2013 Cat.III)		Office of the City College

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 July 30, 2021.

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 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.