

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:

June 8, 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 AIDE I (LABORER I)	122	1	11432	Must be able to read and write	None required	None required	None required (MC 10, s. 2013 Cat. III)		Office of the City Assessor
2	ADMINISTRATIVE AIDE I (LABORER I)	123	1	11432	Must be able to read and write	None required	None required	None required (MC 10, s. 2013 Cat. III)		Office of the City Assessor
3	CITY GOVERNMENT DEPARTMENT HEAD I	361	25	93942	Master's Degree or Certificate in Leadership and Management from the CSC	120 hours of supervisory/ management learning and development intervention undertaken within the last 5 years	5 years of supervisory/ management experience	Career Service Professional Second Level Eligibility	Building collaborative, inclusive working relationships (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 Investment Promotion Office
4	ADMINISTRATIVE AIDE IV (HUMAN RESOURCE MANAGEMENT AIDE)	350	4	13680	Completion of two years studies in college	None required	None required	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 and send to the address below not later than August 31, 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.