

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 28, 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	PROJECT DEVELOPMENT OFFICER III	472	18	41497	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
2	ADMINISTRATIVE AIDE IV (STOREKEEPER I)	117	4	13680	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 Cat. III)		Office of the City Mayor
3	ADMINISTRATIVE OFFICER IV (ADMINISTRATIVE OFFICER II)	144	15	31896	Bachelor's Degree	4 hours of relevant training	1 year relevant experience	Career Service (Professional) Second Level Eligibility		City Budget Office
4	ADMINISTRATIVE OFFICER IV (ADMINISTRATIVE OFFICER II)	130	15	31896	Bachelor's Degree	4 hours of relevant training	1 year relevant experience	Career Service (Professional) Second Level Eligibility		Office of the City Accountant
5	ADMINISTRATIVE OFFICER IV (ADMINISTRATIVE OFFICER II)	410	15	31896	Bachelor's Degree	4 hours of relevant training	1 year relevant experience	Career Service (Professional) Second Level Eligibility		Office of the City Treasurer
6	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 year relevant experience	Career Service (Subprofessional) Data Encoder (MC 11 s.96-Cat. I) First Level Eligibility		Office of the City Treasurer
7	SENIOR ADMINISTRATIVE ASSISTANT II (COMPUTER OPERATOR IV)	440	14	29259	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	16 hours of relevant training	3 year relevant experience	Career Service (Subprofessional) Data Encoder (MC 11 s.96-Cat. I) First Level Eligibility		Office of the City Treasurer
8	LOCAL REVENUE COLLECTION OFFICER I	409	11	22683	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility		Office of the City Treasurer
9	NURSE II	209	17	39986	Bachelor of Science in Nursing	4 hours of relevant training	1 year relevant experience	RA 1080		City Health Office

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The City of Catbalogan encourages all interested and qualified applicants including Persons With Disability (PWD), regardless of Civil Status, Religion and those from any Sexual Orientation and Gender Identities (SOGI) to submit the application letter attach the following documents not later than **July 15, 2021**.

*PWD applicants must inform the City Human Resource Management Office on what assistance they need during the interview and other recruitment and selection process.

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.

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10	SOCIAL WELFARE OFFICER I	443	11	22683	Bachelor's Degree in Social Work	4 hours of relevant training	1 year of relevant experience	RA 1080 (Social Worker)		City Social Welfare and Development Office
11	REGISTRATION OFFICER I	438	10	20145	Bachelor's Degree	None required	None required	Civil Service (Professional) Second Level Eligibility		Office of the City Civil Registrar
12	ADMINISTRATIVE AIDE I (LABORER I)	299	1	11432	Must be able to read and write	None required	None required	None required (MC 10, s. 2013 Cat. III)		City General Services Office
13	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
14	MIDWIFE II	218	11	23877	Completion of the Midwifery Course	4 hours of relevant training	1 year of relevant experience	RA 1080		City Health Office
15	MIDWIFE II	219	11	23877	Completion of the Midwifery Course	4 hours of relevant training	1 year of relevant experience	RA 1080		City Health Office
16	MIDWIFE III	432	13	28276	Completion of the Midwifery Course	8 hours of relevant training	2 years of relevant experience	RA 1080		City Health Office
17	MIDWIFE III	434	13	28276	Completion of the Midwifery Course	8 hours of relevant training	2 years of relevant experience	RA 1080		City Health Office

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