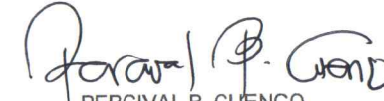


Republic of the Philippines
CGO CATBALOGAN, SAMAR (WESTERN)
Request for Publication of Vacant Positions

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: July 21, 2023

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	COLLEGE ADMINISTRATOR	503	25	95749	Bachelor's degree	None required	3 years of supervisory experience	Career Service Executive Eligibility (CSEE)/Career Executive Service (CES)	Must possess the 5 leadership competencies	Office of the Catbalogan City Community College
2	COLLEGE LIBRARIAN I	507	13	28308	Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library Science	None required	None required	RA 1080	English proficient, knowledgeable in records management, computer literate, possesses the ability to use word, excel & powerpoint	Office of the Catbalogan City Community College
3	INSTRUCTOR I	504	12	26228	Master's degree in Criminology or its allied/related fields.	None required	None required	PBET/Teacher/RA 1080	Criminologist, english proficient, computer literate, possesses the ability to use word & excel	Office of the Catbalogan City Community College
4	INSTRUCTOR I	518	12	26228	Master's degree in Criminology or its allied/related fields.	None required	None required	PBET/Teacher/RA 1080	Criminologist, english proficient, computer literate, possesses the ability to use word & excel	Office of the Catbalogan City Community College
5	INSTRUCTOR I	519	12	26228	Master's degree in Criminology or its allied/related fields.	None required	None required	PBET/Teacher/RA 1080	Criminologist, english proficient, computer literate, possesses the ability to use word & excel	Office of the Catbalogan City Community College
6	GUIDANCE COUNSELOR I	506	11	24167	Master's degree in Guidance and Counselling	None required	None required	RA 1080 (Guidance Counselor)	English proficient, computer literate, possesses the ability to use word & excel	Office of the Catbalogan City Community College
7	ADMINISTRATIVE OFFICER I (CASHIER I)	517	10	21081	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	Computer literate, possesses the ability to use word & excel	Office of the Catbalogan City Community College

8	ADMINISTRATIVE ASSISTANT I (BOOKBINDER III)	520	7	17004	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)	computer literate, posses the ability to use word & excel	Office of the Catbalogan City Community College
9	ADMINISTRATIVE AIDE II (BOOKBINDER I)	521	2	12640	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)	Must posses labor and utility work skills	Office of the Catbalogan City Community College
10	ADMINISTRATIVE ASSISTANT I (BOOKBINDER III)	387	7	17004	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)	computer literate, posses the ability to use word & excel	Office of the Catbalogan City Community 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 **August 5, 2023**.

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 indiginous 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. DEXTER M. UY
City Mayor
CITY HALL BUILDING RIZAL AVENUE, CATBALOGAN CITY
catbalogancity_2007@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.