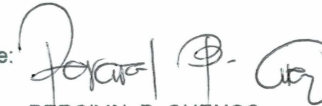


Republic of the Philippines
CGO CATBALOGAN, SAMAR (WESTERN)
Request for Publication of Vacant Positions

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: August 12, 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	CITY GOVERNMENT ASSISTANT DEPARTMENT HEAD I	398	23	73062	Bachelor's Degree	120 hours of supervisory/ management learning and development intervention undertaken within the last 5 years	3 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 Internal Audit System Office
2	DRAFTSMAN II	421	8	17338	Completion of two years studies in college or High School Graduate with relevant vocational / trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) Draftsman or Illustrator (MC 10, s. 2013 - Cat. II) First Level Eligibility		Office of the City Engineer
3	SOCIAL WELFARE AIDE	446	4	13680	High School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)		City Social Welfare and Development Office

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 **September 3, 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.