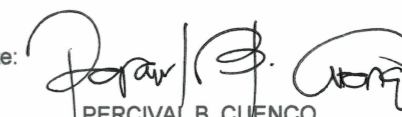


Republic of the Philippines  
**CGO CATBALOGAN, SAMAR (WESTERN)**  
Request for Publication of Vacant Positions

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: September 6, 2022

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 IV (STOREKEEPER I)	164	4	14243	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 Cat. III)		Office of the City Planning & Development Coordinator
2	ADMINISTRATIVE AIDE IV (STOREKEEPER I)	152	4	14243	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 Cat. III)		City Tourism, Culture, Arts and Information Office
3	ADMINISTRATIVE AIDE IV (DRIVER II)	12	4	14243	Elementary School Graduate	None required	None required	Driver License (MC 11, s. 96 - Cat. II)		Office of the City Mayor
4	ADMINISTRATIVE AIDE III (DRIVER I)	241	3	13419	Elementary School Graduate	None required	None required	Driver License (MC 11, s. 96 - Cat. II)		City Health Office
5	ADMINISTRATIVE AIDE III (LABORER II)	459	3	13419	Must be able to read and write	None required	None required	None required (MC 10, s. 2013 Cat. III)		Catbalogan City Community College
6	REGISTRAR I	465	11	24167	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility		Catbalogan City Community College
7	GUIDANCE COUNSELOR I	506	11	24167	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		Catbalogan City Community College
8	INSTRUCTOR I	505	12	26228	Bachelor's degree in the area of specialization	None required	None required	PBET/Teacher/RA 1080		Catbalogan City Community College
9	INSTRUCTOR I	504	12	26228	Bachelor's degree in the area of specialization	None required	None required	PBET/Teacher/RA 1080		Catbalogan City Community College
10	COLLEGE ADMINISTRATOR	503	25	95749	Bachelor's degree	None required	3 years of supervisory experience	Career Service Executive Eligibility (CSEE)/Career Executive Service (CES)		Catbalogan City Community College
11	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		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 September 21, 2022

1. Fully accomplished and notarized Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://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, and
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, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenenous 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.

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

HON. DEXTER M. UY  
City Mayor  
CITY HALL BUILDING RIZAQL AVENUE, CATBALOGAN CITY  
[catbalogancity\\_2007@yahoo.com](mailto:catbalogancity_2007@yahoo.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**