

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: November 18, 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	
1	ADMINISTRATIVE AIDE VI (DATA CONTROLLER I)	359	6	15390	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional) (Data Encoder) (Mc 11 s. 96 - Cat. I) First Level Eligibility	City Cooperatives Office
2	PLANNING OFFICER I	159	11	22683	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	Office of the City Planning and Development Coordinator
3	ADMINISTRATIVE AIDE III (LABORER II)	194	3	12893	Must be able to read and write	None required	None required	None required (MC 10, s. 2013 Cat. III)	Office of the City Engineer
4	SANITATION INSPECTOR I	237	6	16200	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	City Health 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 **December 8, 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 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;
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.