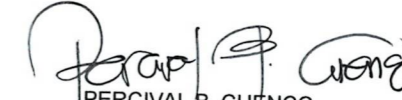


Republic of the Philippines  
**CGO CATBALOGAN, SAMAR (WESTERN)**  
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC FO must be in MS Excel format

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 31, 2023

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	ADMINISTRATIVE OFFICER V	128	18	42943	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	English proficient, knowledgeable in records management, computer literate, poses the ability to use word, excel and powerpoint	Office of the City Accountant
2	ADMINISTRATIVE ASSISTANT II (LABOR GENERAL FOREMAN)	136	8	18048	High School Graduate	4 hours of relevant training	1 year of relevant experience	None Required (MC 10, s. 2013-Cat, III)	Must possess labor and utility work skills	Office of the City Accountant
3	ADMINISTRATIVE AIDE III (LABORER II)	137	3	13419	Must be able to read and write	None Required	None Required	None Required (MC 10, s. 2013-Cat, III)	Must possess labor and utility work skills	Office of the City Accountant

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 15, 2023**, but not to go beyond 5:00 PM.

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](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.
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 indigenous 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](mailto:catbalogancity_2007@yahoo.com)

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