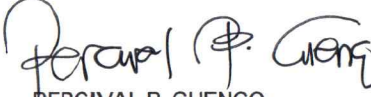


Republic of the Philippines
CGO CATBALOGAN, SAMAR (WESTERN)
Request for Publication of Vacant Positions

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: January 18, 2024

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 (BOOKBINDER II)	462	4	14243	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)	Must possess labor and utility work skills	City Social Welfare and Development Office
2	CITY GOVERNMENT DEPARTMENT HEAD I (CITY AGRICULTURAL AND BIOSYSTEMS ENGINEER) *	543	25	82152	Bachelor's degree in Agricultural Engineering or Agricultural and Biosystems Engineering	None required	5 years in position involving management and supervision, 1 year of which is relevant to agricultural engineering or agricultural and biosystems engineering	RA No. 10915 (ABE)	must possess the 5 leadership competencies and local resident	City Agricultural and Biosystems Engineer's Office
3	NURSE II	532	16	39672	Bachelor of Science in Nursing	4 hours of relevant training	1 years of relevant experience	RA 1080 (NURSE)	computer literate, possess the ability to use word & excel	City Health Office
4	TOURISM OPERATIONS OFFICER I	454	11	24167	Bachelor's degree in tourism, business law, economics, marketing, public administration or other related fields	None required	None required	Career Service (Professional) Second Level Eligibility	English proficient, knowledgeable in records management, computer literate, possess the ability to use word & excel	City Tourism, Culture, Arts and Information Office
5	TOURISM OPERATIONS ASSISTANT	455	7	17004	Completion of 2 years studies in College	None required	None required	Career Service (Sub-Professional) First Level Eligibility	computer literate, possess the ability to use word & excel	City Tourism, Culture, Arts and Information Office
6	POPULATION PROGRAM OFFICER II	535	15	29295	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	English proficient, knowledgeable in records management, computer literate, possess the ability to use word, excel & powerpoint	City Population and Youth Development Office
7	ATTORNEY III	377	21	59327	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080 (LAWYER)	with knowledge on the use of word, excel and powerpoint	City Legal Office

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 **February 2, 2024**, but not to go beyond 5:00 PM.

- 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.
 - Photocopy of certificate of eligibility/rating/license, if required.
 - Photocopy of Transcript of Records/School Records.
 - 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.
 - 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.
- * 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.