CS Form No. 9
Series of 2017

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Republic of the Philippines
CITY OF CATBALOGAN
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of (City of Catbalogan) in the CSC website:

STEPHANY U. TAN
City Mayor
Date: June 11, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aide VI	75	6	163,572.00	Elementary School Graduate	None Required	None Required	None Required		City Planning ar
	(Utility Foreman)									Coordinator's C

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 _____.

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 present position for one (1) year (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:

STEPHANY U. TAN
CITY MAYOR
CITY HALL BUILDING RIZAL AVENUE, CATBALOGAN CITY
Catbalogancity_2007@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.