

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

Electronic copy to be submitted
must be in MS Excel

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: May 30, 2018

| No. | Position Title | Plantilla Item No. | Salary/ Job/ Pay Grade | Annual Salary | Qualification Standards | | | | Competency (if applicable) | Place of |
|-----|--|--------------------|------------------------|---------------|--------------------------------|--|--|---|----------------------------|-------------------|
| | | | | | Education | Training | Experience | Eligibility | | |
| 1 | Administrative Aide III (Laborer II) | 85 | 3 | 135,072.00 | Must be able to read and write | None Required | None Required | None Required | | City Civil Regist |
| 2 | Administrative Aide III (Laborer II) | 86 | 3 | 135,072.00 | Must be able to read and write | None Required | None Required | None Required | | City Civil Regist |
| 3 | City Government Department Head I (City Cooperative Officer) | 363 | 25 | 884,604.00 | Master's Degree | 32 hours of training in management and supervision | 5 years in position/s involving management and supervision | Career Service (Professional) Second Level | | City Cooperativ |

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.