CS Form No. 9
Series of 2017

Electronic copy to be submitted to the C
must be in MS

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: July 02, 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 Assistant III	335	9	200,052.00	Completion of two-year studies	4 hours of relevant	1 year of relevant	Career Service (Sub-Professional)		City Engineering
	(Electrician Foreman)				in college	training	experience	First Level		

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.