

Republic of the Philippines  
**LGU CATARMAN**  
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 **LGU CATARMAN** in the CSC website:

  
**JOEL D. AROGANTE**  
MGDH-1/HRMO V

Date: September 28, 2020

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	Engineer I	10-17	12	20,644.00	Bachelor's degree in Engineering relevant to the Job	None required	None required	RA 1080		Municipal Engineering Office
2	Instrumentman	10-20	5	12,606.00	High School Graduate or Completion of relevant vocational/trade course	None required	None required	None required		Municipal Engineering Office
3	Engineering Aide	10-18	4	11,893.00	High School Graduate or Completion of relevant vocational/trade course	None required	None required	None required		Municipal Engineering Office
4	Engineering Aide	10-19	4	11,893.00	High School Graduate or Completion of relevant vocational/trade course	None required	None required	None required		Municipal Engineering Office
5	Engineering Aide	10-6	4	11,893.00	High School Graduate or Completion of relevant vocational/trade course	None required	None required	None required		Municipal Engineering Office
6	Administrative Assistant IV / Bookbinder IV	13-3	10	17,310.00	Elementary School Graduate	8 hours of relevant training	2 years of relevant experience	None required		Municipal Social Welfare and Development Office
7	Social Welfare Assistant	13-5	8	15,082.00	Completion of two years studies in college	4 hours of relevant training	1 years of relevant experience	Career Service (Subprofessional)		Municipal Social Welfare and Development Office
8	Electronics & Communication Equipment Technician I	13-7	6	13,362.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	None required		Municipal Social Welfare and Development Office
9	Driver II	13-8	4	11,893.00	Elementary School Graduate	None required	None required	Driver License		Municipal Social Welfare and Development Office
10	Cook I	13-9	3	11,219.00	Elementary School Graduate	None required	None required	None required		Municipal Social Welfare and Development Office

11	Registration Officer II	11-3	14	24,980.00	Bachelor's degree	4 hours of relevant training	1 years of relevant experience	Career Service (Professional)		Municipal Civil Registrar Office
12	Administrative Aide II / Bookbinder I	11-4	2	10,585.00	Elementary School Graduate	None required	None required	None required		Municipal Civil Registrar Office
13	Administrative Aide II / Bookbinder I	11-5	2	10,585.00	Elementary School Graduate	None required	None required	None required		Municipal Civil Registrar Office
14	Administrative Aide I / Utility Worker	11-10	1	9,961.00	Must be able to read and write	None required	None required	None required		Municipal Civil Registrar Office
15	Reproduction Machine Operator I	11-11	2	10,585.00	Elementary School Graduate	None required	None required	None required		Municipal Civil Registrar Office
16	Municipal Government Department Head-I / MDRMO	16-1	24	75,065.00	Master's degree	40 hours of technical training, 80 hours of training in management and supervision	4 years in position/s involving management and supervision, 1 year of which is relevant to DRRM	Career Service (Professional)		Municipal Disaster & Risk Reduction Management Office
17	Local DRRM Assistant	16-3	8	15,082.00	Completion of 2 years in College	4 hours of relevant training	1 year of relevant experience on DRRM	Career Service (Subprofessional)		Municipal Disaster & Risk Reduction Management Office
18	Administrative Assistant IV / Bookbinder IV	16-8	10	17,310.00	Elementary School Graduate	8 hours of relevant training	2 years of relevant experience	None required		Municipal Disaster & Risk Reduction Management Office
19	Driver II	16-9	4	11,893.00	Elementary School Graduate	None required	None required	Driver License		Municipal Disaster & Risk Reduction Management Office
20	Driver II	16-10	4	11,893.00	Elementary School Graduate	None required	None required	Driver License		Municipal Disaster & Risk Reduction Management Office
21	Local DRRMO-I	16-11	11	18,679.00	Bachelor's degree	None required	None required	Career Service (Professional)		Municipal Disaster & Risk Reduction Management Office
22	Administrative Aide I / Utility Worker	16-13	1	9,961.00	Must be able to read and write	None required	None required	None required		Municipal Disaster & Risk Reduction Management Office
23	Administrative Aide I / Utility Worker	16-14	1	9,961.00	Must be able to read and write	None required	None required	None required		Municipal Disaster & Risk Reduction Management Office
24	Traffic Aide II	18-10	5	12,606.00	High School Graduate	None required	None required	None required		Municipal Public Order and Safety Office
25	Security Guard I	18-11	3	11,219.00	High School Graduate	None required	None required	Security Guard License		Municipal Public Order and Safety Office



26	Traffic Aide I	18-12	3	11,219.00	High School Graduate	None required	None required	None required		Municipal Public Order and Safety Office
27	Traffic Aide I	18-13	3	11,219.00	High School Graduate	None required	None required	None required		Municipal Public Order and Safety Office
28	Security Guard I	18-14	3	11,219.00	High School Graduate	None required	None required	Security Guard License		Municipal Public Order and Safety Office
29	Security Guard I	18-15	3	11,219.00	High School Graduate	None required	None required	Security Guard License		Municipal Public Order and Safety Office
30	Administrative Aide-I / Utility Worker	15-17	1	9,961.00	Must be able to read and write	None required	None required	None required		Municipal Environment and Natural Resources Office
31	Administrative Aide-I / Utility Worker	15-21	1	9,961.00	Must be able to read and write	None required	None required	None required		Municipal Environment and Natural Resources Office
32	Administrative Aide-I / Utility Worker	15-23	1	9,961.00	Must be able to read and write	None required	None required	None required		Municipal Environment and Natural Resources Office
33	Metro Aide II	15-34	4	11,893.00	Must be able to read and write	None required	None required	None required		Municipal Environment and Natural Resources Office
34	Administrative Aide-I / Utility Worker	15-35	1	9,961.00	Must be able to read and write	None required	None required	None required		Municipal Environment and Natural Resources Office
35	Administrative Aide-I / Utility Worker	15-36	1	9,961.00	Must be able to read and write	None required	None required	None required		Municipal Environment and Natural Resources Office
36	Administrative Aide-I / Utility Worker	15-37	1	9,961.00	Must be able to read and write	None required	None required	None required		Municipal Environment and Natural Resources Office
37	Park Attendant	15-38	2	10,585.00	Must be able to read and write	None required	None required	None required		Municipal Environment and Natural Resources Office
38	Metro Aide	15-39	2	10,586.00	Must be able to read and write	None required	None required	None required		Municipal Environment and Natural Resources Office
39	Driver II	15-40	4	11,893.00	Elementary School Graduate	None required	None required	Driver License		Municipal Environment and Natural Resources Office
40	Driver II	15-41	4	11,893.00	Elementary School Graduate	None required	None required	Driver License		Municipal Environment and Natural Resources Office
41	Sanitation Inspector I	12-29	6	13,362.00	Completion of two years in college	None required	None required	Career Service (Subprofessional)		Municipal Health Office

Interested and qualified applicants (regardless of age, sex, marital status, race, religious/ethical belief, appearance, gender orientation/preference, regional/ethnic origin, disability, political affiliation, and family status) should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **October 13, 2020.**

- 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](http://www.csc.gov.ph);
- 2. Performance rating **in the last rating period** (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:

<b>JOEL D. AROGANTE</b>
MGDH-1/HRMO V
LGU Catarman
<a href="mailto:jldelorino2020@yahoo.com">jldelorino2020@yahoo.com</a>

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.