## 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, which are authorized to be filled, at the City of Catbalogan in the CSC website:

HON. ARCHIEL POENTES Acting City Mayor

Date: February 13, 2019

								Date. I		
, ,	Position Title (Parenthetical Title, if applicable)	1	/							
No.		Plantilla Item No.		Monthly Salary	y Education	Training	Experience	Eligibility	Compete ncy (if applicab le)	Place of
1	Labor and Employment	6	13	23,970.00	Bachelor's Degree	None Required	None Required	Career Service (Professional)		City Mayor's Of
	Officer II							Second Level		
		<b></b> '	<u>'</u>							
	Administrative Aide III	22	3	11,843.00	Elementary School Graduate	None Required	None Required	Professional Driver's License		City Vice Mayor
	(Driver I)	<del></del>	<b> </b> '					(MC 10, s. 2013 Cat. IV)		
3	Administrative Aide III	24	3	11,843.00	Must be able to read and write	None Required	None Required	(MC 14, s. 2018 Cat. III)		City Vice Mayor
	(Laborer II)									
4	Supervising Administrative	40	22	62.053.00	Bachelor's Degree relevant to the	16 hours of relevant	3 years of relevant	Career Service (Professional)		Sangguniang P
	Officer (Records Officer IV)				Job	training	experience	Second Level		Cangganang .
5	Administrative Aide III	47	3	11 843 00	Must be able to read and write	None Required	None Required	(MC 14, s. 2018 Cat. III)		Sangguniang P
-	(Laborer II)			11,010.00	Must be able to roud and white	None itequiled	None required	(WO 14, S. 2010 Cat. III)		Sangguniang
6	Administrative Aide I	54	1	10.515.00	Must be able to read and write	None Required	None Required	Nana Daguigad		Caragariana F
-	(Laborer I)	54		10,010.00	Must be able to read and write	None Required	None Required	None Required (MC 10, s. 2013 Cat. III)		Sangguniang P
7	Administrative Aide I	55	1	10.515.00	hand by the state of and purity					
	(Laborer I)	55		10,515.00	Must be able to read and write	None Required	None Required	None Required (MC 10, s. 2013 Cat. III)		Sangguniang P
								(14.5 1.5, 5.1.2.1.5.1.1.)		
-	Local Treasury Operations	58	18	38,605.00	Bachelor's Degree	8 hours of relevant	2 years of relevant	Career Service (Professional)		City Treasurer's
	Officer III					training	experience	Second Level		
9 1	Local Treasury Operations	61	18	38,605.00	Bachelor's Degree	8 hours of relevant	2 years of relevant	Career Service (Professional)		City Treasurer's
/	Officer III					training	experience	Second Level		
		'	'							

10	Revenue Collection Clerk II	68	7	14,951.00	Completion of two years studies	None Required	None Required	Career Service (Sub-Professional)	City Treasurer
	2				in college			First Level	
11	Administrative Aide VI	73	6	14,105.00	Completion of two years studies in	4 hours of relevant	1 year of relevant	Career Service (Sub-Professional)	City Treasure
	(Disbursing Officer I)				college	training	experience	First Level	Oily Treasure
						a an in ig	CAPCHICIOC	I not cover	
12	Revenue Collection Clerk I	74	5	13.307.00	Completion of two years studies	None Required	None Required	Career Service (Sub-Professional)	City Treasurer
					in college	None required	Tvorie required	First Level	City Treasurer
13	Revenue Collection Clerk I	78	5	13,307.00	Completion of two years studies	None Required	None Required	Career Service (Sub-Professional)	City Treasurer
			-		in college			First Level	
14	Revenue Collection Clerk I	87	5	12 207 00	Completion of two years studies	None Descriped	News Described		
	Trevende Concention Clerk I	07	3	13,307.00	Completion of two years studies in college	None Required	None Required	Career Service (Sub-Professional)	City Treasurer
					in conege			First Level	
15	Administrative Aide I	102	1	10,515.00	Must be able to read and write	None Required	None Required	None Required	City Treasurer
	(Laborer I)					1101101100	Trono required	(MC 10, s. 2013 Cat. III)	Oily Treasurer
								(Mo 10, d. 2010 cat. m)	
16	Assistant Statistician	115	9	17,076.00	Completion of two years studies	4 hours of relevant	1 year of relevant	Career Service (Sub-Professional)	City Assessor's
					in college	training	experience	First Level	
17	Tax Mapping Aide	118	4	12,553.00	High School Graduate or Completion	None Required	None Required	None Required	City Assessor's
					of relevant vocational/trade course			(MC 10, s. 2013 - Cat. III)	
-									
18	Administrative Officer V	128	18	38 605 00	Bachelor's degree in Commerce/	8 hours of relevant	2 years of relevant	R.A. 1080	Cit. A ti-
	(Accountant III)			00,000.00	Business Administration major in	training	2 years of relevant experience	R.A. 1000	City Accounting
					Accounting.	lianing	experience		
9	Administrative Officer IV	130	15	29,004.00	Bachelor's degree in Commerce/	4 hours of relevant	1 year of relevant	R.A. 1080	City Accounting
	(Accountant II)				Business Administration major in	training	experience	1000	Oity / toodariting
					Accounting.				
-	Administrative Aide IV	135	4	12,553.00	Completion of two years studies in	None Required	None Required	Career Service (Sub-Professional)	City Accounting
_	(Accounting Clerk I)				college or High School Graduate with			First Level	
_					relevant vocational/trade course.				
11	Planning Officer I	159	11	10 716 00	Bachelor's Degree relevant to the	News Descript	N DiI		46
	r talling Officer (	100			job	None Required	None Required	Career Service (Professional)	City Planning a
1								Second Level	Coordinator's (
2	Zoning Inspector II	161	8	15,920.00	Completion of two years studies	4 hours of relevant	1 year of relevant	Career Service (Sub-Professional)	City Planning a
					in college	training	experience	First Level	Coordinator's
									Cooldinators

23	Draftsman I	185	6	14,105.00	Completion of two years studies	None Required	None Required	Career Service (Sub-Professional)	City Enginee
					in college or High School Graduate			Draftsman or Illustrator (MC 10	011, 2
					with relevant vocational/trade course			s. 2013 - Cat. II) First Level	
			'	4					
	Administrative Aide VI	186	6	14,105.00		4 hours of relevant	1 year of relevant	None Required	City Engine
	(Utility Foreman)				Elementary School Graduate	training	experience	(MC 10 s. 2013 - Cat. III)	
25	Administrative Aide IV	190	+	10.550.00					
	(Storekeeper I)	190	4	12,553.00		None Required	None Required	None Required	City Engine
	(Storekeeper I)	+	+	<del></del>	Elementary School Graduate			(MC 10 s. 2013 - Cat. III)	
26	Administrative Aide III	194	3	11.843.00	Must be able to read and write	Mars Dogwinsd	- Deminad	2010 0 - 1115	To Parline
	(Laborer II)		+	11,040.00	Must be able to read and write	None Required	None Required	(MC 14, s. 2018 Cat. III)	City Engine
			+					+	
27 (	City Government Assistant	197	23	73,811.00	Doctor of Medicine	40 hours of relevant	3 years experience in the	R.A. 1080	City Health
	Department Head I	1		, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	A Filipino Citizen, a resident of the	training	practice of profession	R.A. 1080	City Health
-	(Assistant City Health Officer)	1			local government unit concerned,	training	practice of profession		
		1			of good moral character, and a				
		1			licensed medical practitioner.			+	
		1			illustrated interest programme				
28 N	Nurse V	200	20	51,155.00	Bachelor of Science in Nursing	8 hours of relevant	2 years of relevant	R.A. 1080	City Health
				(		training	experience	R.A. 1000	Olly Floans
				1		training	ехрепопос		
29 N	Midwife V	204	17	36,942.00	Completion of Midwifery Course	16 hours of relevant	3 years of relevant	R.A. 1080	City Health
				1		training	experience	(N.A. 1000	Oity riou
-				'			0,000		
20	· · · · · ·	205	1	· '					
30 D	Dentist II	205	17			4 hours of relevant	1 year of relevant	R.A. 1080	City Health
+	i		++	<u> </u>	Surgery	training	experience		
31 P	Deviation Deagram Officer III	236	10		1				
31	Population Program Officer III	230	18	40,637.00	Bachelor's Degree	8 hours of relevant		Career Service (Professional)	City Health
_		+	+			training	experience	Second Level	
32 S	Sanitation Inspector I	237	6	14,847.00	Completion of two years studies	Danie	· · · · · · · · · · · · · · · · · · ·		
	dintation hopests.	+			in college	None Required		Career Service (Sub-Professional)	City Health
T		+		,	,in college		,	First Level	
33 A	Administrative Officer I	246	10	18.271.00	Bachelor's Degree relevant to the job	None Required	None Required	Coming (Professional)	O't Chill D
PARTY NAMED IN COLUMN	(Records Officer I)			, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	Dadrieloi S Degree Tolovalii. to	None required		Career Service (Professional) Second Level	City Civil Re
				,				Second Level	
34 A	Administrative Aide IV	256	4	12,553.00	Must be able to read and write/	None Required	None Required	None Required	City Civil R
-	(Storekeeper I)				Elementary School Graduate	None Roquitos	None Required	(MC 10 s. 2013 - Cat. III)	City Civil R
_								(MO 10 5. 2013 - Oat. III)	
35 Ve	Veterinarian I	263	13	23,970.00	Doctor of Veterinary Medicine	None Required	None Required	R.A. 1080	City Veterir
			-						
36 IV	Meat Inspector II	264	8		Completion of two years studies	4 hours of relevant		Career Service (Sub-Professional)	City Veteri
					in college	training	The state of the s	First Level	
		1	( I	1	(		,		

37	Meat Inspector II	265	8	15 920 00	Completion of two years studies	Tabana of salament	T. Carlons		
<u> </u>	Meat Hispector II	200	-	15,920.00	Completion of two years studies	4 hours of relevant	1 year of relevant	Career Service (Sub-Professional)	City Veterina
-		-	+'		in college	training	experience	First Level	
38	Administrative Aide I	272	1	10,515.00	Must be able to read and write	N Decuired	Alexandra Danishad	<u> </u>	
	(Laborer I)		+	10,010.00	Must be able to read and write	None Required	None Required	None Required	City Veterinar
1	(Education 1)	1	+					(MC 10, s. 2013 Cat. III)	
39	Social Welfare Officer I	278	11	19,716.00	Bachelor's Degree relevant to the	Nana Doggirod	Mary Descripted	5 4 1000 (O	211 0 1111
			1	10,77.0.00	job	None Required	None Required	R.A. 1080 (Social Worker)	City Social W
					llon				Development
40	Administrative Aide I	304	1	10,515.00	) Must be able to read and write	None Required	None Required	None Required	O't : Canaral
	(Laborer I)		1		must be able to read dire wite	None required	None required	(MC 10, s. 2013 Cat. III)	City General
								(MC 10, 8, 2013 Cat. III)	
41	Administrative Aide I	316	1	10,515.00	Must be able to read and write	None Required	None Required	None Required	City Conoral
	(Laborer I)				Middle by dallo to read direction	None required	None required	(MC 10, s. 2013 Cat. III)	City General
								(MC 10, S. 2013 Cat. III)	
42	Administrative Aide I	320	1	10,515.00	Must be able to read and write	None Required	None Required	None Required	City General
	(Laborer I)	,	1		What so there is a second second	None required	None required	(MC 10, s. 2013 Cat. III)	City General
		,						(MC 10, S. 2013 Cat. III)	
43	Aquaculturist II	327	15	29,004.00	Bachelor's Degree relevant to the	4 hours of relevant	1 year of relevant	Career Service (Professional)	City Agriculty
	(	1			job	training	experience	Second Level	City Agricultur
				(	1	litaning	ехрепенье	Gecord Level	
44 /	Agriculturist I	331	11	19,716.00	Bachelor's Degree in Agriculture or	None Required	None Required	Relevant R.A. 1080	City Agricultur
	,				other allied courses such as agricul-	Trono response	None (Coquired	INCIEVALIE IN.A. 1000	Oily Agricultur
					tural Engineering, Fisheries Techno-				
					logy and Veterinary Medicine.				
_	,			,					
	Environmental Management	339	11	19,716.00	Bachelor's Degree relevant to the	None Required	None Required	Career Service (Professional)	City Environm
	Specialist I				job			Second Level	Resources O
_	,			·					
	City Government Assistant	344	23	70,120.00	Bachelor's Degree	40 hours of relevant	3 years of relevant	Career Service (Professional)	City Human F
	Department Head I			,	A Filipino Citizen, a resident of the	training	experience	Second Level	ment Office
	(City Assistant Human Resource	1		,	local government unit concerned,				And the same of th
N	Management Officer)				of good moral character.				
-			-						
	Administrative Aide I	354	1	10,515.00	Must be able to read and write	None Required	None Required	None Required	City Human R
('	(Laborer I)				1			(MC 10, s. 2013 Cat. III)	ment Office
-					1				
	Cooperatives Development	357	11			None Required	None Required	Career Service (Professional)	City Cooperat
	Specialist I	<del></del>			job			Second Level	
10		<del></del>			<u> </u>				
	Administrative Assistant II	358	8			4 hours of relevant	1 year of relevant	Career Service (Sub-Professional)	City Coopera
——(t	(Bookkeeper I)	-				training	experience	First Level	
+		-			relevant vocational/trade course.	,			
-					4				
-					<b>(</b>				
-					<b>f</b>				

50	Administrative Aide VI	359	6	14,105.00	Completion of two year studies in	4 hours of relevant	1 year of relevant	Career Service (Sub-Professional)	City Cooperation
	(Data Controller I)				college or High School Graduate with	training	experience	Data Encoder (MC 11, s. 96 - Cat. I)	ony cooperat
					relevant vocational/trade course.	l dirinig	САРСПСПСС	First Level	
					Total Post Contained and Course.			I Hat Level	
51	City Government Department	365	25	90,329.00	Master's Degree	120 hours of training	5 years in position	Career Service (Professional)	City Economic
	Head I (City Economic				A Filipino Citizen, a resident of the	in management and	involving management	Second Level	Public Utility C
	Enterprise and Public Utility				local government unit concerned,	supervision	and supervision		
	Officer)				of good moral character, a holder				
					of a college degree or any related				
					course from a recognized college				***************************************
					or university				
52	Administrative Aide I	383	1	10,515.00	Must be able to read and write	None Required	None Required	None Required	City Business
	(Laborer I)					- Trono rioquilou	Tvorio required	(MC 10, s. 2013 Cat. III)	Licensing Office
								(INO 10, 3. 2013 Cat. III)	Licensing Office
53	Youth Development Officer II	386	14	26,367.00	Bachelor's Degree	4 hours of relevant	1 year of relevant	Career Service (Professional)	City Youth Dev
						training	experience	Second Level	Oity Todal Dev
						- I aming	CAPCHICHOC	Codona Level	
54	Administrative Aide I	388	1	10,515.00	Must be able to read and write	None Required	None Required	None Required	City Youth Dev
	(Laborer I)					Trono regamen	Trono reganda	(MC 10, s. 2013 Cat. III)	Oity Todil Dev
								(WO 10, 5. 2010 Gat. III)	
55	Administrative Aide I	389	1	10.515.00	Must be able to read and write	None Required	None Required	None Required	City Youth Dev
	(Laborer I)				The state of the s	Trono required	Trone required	(MC 10, s. 2013 Cat. III)	City Todili Dev
								(WC 10, 3. 2013 Cat. III)	
56	Administrative Aide I	390	1	10.515.00	Must be able to read and write	None Required	None Required	None Required	City Youth Dev
	(Laborer I)				made be able to read and trike	Trone required	Tvoric required	(MC 10, s. 2013 Cat. III)	City routh bev
								(IWC 10, 3. 2013 Cat. III)	
57	Local Disaster Risk Reduction	391	22	62.053.00	Bachelor's Degree	16 hours of relevant	3 years of relevant	Career Service (Professional)	City Disaster R
	Management Officer IV				Day 10,01 & Dogree	experience on DRRM	experience on DRRM	Second Level	and Managem
						CAPCITICAL OF DICTOR	experience on britis	Geodia Level	and Managem
58	Nurse II	393	15	29,004.00	Bachelor of Science in Nursing	4 hours of relevant	1 year of relevant	R.A. 1080 Registered Nurse	City Disaster R
						training	experience	TO TOO TO STORE TO THE TOTAL THE TOTAL TO TH	and Managem
				***************************************		l can in ig	- CAPCHOLICO		and Managem
59	Local Disaster Risk Reduction	394	8	15.920.00	Completion of two years in college	4 hours of relevant	1 year of relevant	Career Service (Sub-Professional)	City Disaster R
	Management Assistant				- Service of the serv	training	experience on Disaster	First Level	and Managem
						L Carling .	Risk Reduction Manage-	I not cover	and Managem
							ment		
							ITTOTIC		
60	City Government Department	397	25	90,329.00	Master's Degree	120 hours of training	5 years in position	Career Service (Professional)	City Internal Au
	Head I (City Internal Audit				A Filipino Citizen, a resident of the	in management and	involving management	Second Level	Oity Internal At
	System Officer)				local government unit concerned,	supervision	and supervision	COOM LOVE!	
	Section 1 and 1 an				of good moral character, a holder	TOSPOT VIOLOTI	und Supervision		
					of master's degree or any related				
+					course from a recognized college				
					or university.				
-					or university.				

61	Administrative Officer I	400	40	40.074.00						
-	**************************************	400	10	18,271.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional)	City	Internal A
	(Records Officer I)							Second Level		
62	Administrative Officer I	401	10	18,271.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional)	City	Internal A
	(Records Officer I)							Second 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 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:

HON. ARCHIE L. FUENTES

ACTING CITY MAYOR

CITY HALL BUILDING RIZAL AVENUE, CATBALOGAN CITY

catbaloganmayorsoffice@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.