


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. ARCHIE L. FUENTES
Acting City Mayor
Date: March 13, 2019

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Competency (if applicable)	Place of
					Education	Training	Experience	Eligibility			
1	Administrative Aide I (Laborer I)	25	1	10,515.00	Must be able to read and write	None Required	None Required	None Required (MC 10, s. 2013 Cat. III)		City Vice Mayor	
2	Administrative Aide I (Laborer I)	49	1	10,515.00	Must be able to read and write	None Required	None Required	None Required (MC 10, s. 2013 Cat. III)		Sangguniang P	
3	Administrative Aide I (Laborer I)	50	1	10,515.00	Must be able to read and write	None Required	None Required	None Required (MC 10, s. 2013 Cat. III)		Sangguniang P	

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 two (2) rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.