

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:



PERCIVAL B. QUENCO

City Human Resource Management Officer

Date: February 7, 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	ADMINISTRATIVE OFFICER IV (ADMINISTRATIVE OFFICER II)	353	15	29,004.00/M	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		CITY HUMAN RESOURCE MANAGEMENT OFFICE
2	ADMINISTRATIVE AIDE VI (UTILITY FOREMAN)	351	6	14,105.00/M	Elementary School Graduate	None Required	None Required	None required (Mc 10, s. 2013-Cat. III)		CITY HUMAN RESOURCE MANAGEMENT OFFICE

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.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

DEXTER M. UY

CITY MAYOR

CITY HALL BUILDING RIZAL AVENUE, CATBALOGAN CITY

catbalogancity2007@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.