


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. CUENCO
City Human Resource Management Officer

Date: February 24, 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	
1	ADMINISTRATIVE ASSISTANT I (BOOKBINDER III)	15	7	14,951.00	Elementary School Graduate	None required	None required	None required (Mc 10, s. 2013 Cat III)		Office of the City Mayor
2	ADMINISTRATIVE AIDE III (LABORER II)	271	3	11,843.00	Must be able to read and write	None required	None required	None required (Mc 10, s. 2013 Cat III)		Office of the City Veterinarian
3	ADMINISTRATIVE OFFICER I (RECORDS OFFICER I)	449	10	18,271.00	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility		City General Services Office
4	ADMINISTRATIVE OFFICER I (SUPPLY OFFICER I)	450	10	18,271.00	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility		City General Services Office
5	ADMINISTRATIVE ASSISTANT I (BOOKBINDER III)	453	7	14,951.00	Elementary School Graduate	None required	None required	None required (Mc 10, s. 2013 Cat III)		City General Services Office
6	ADMINISTRATIVE AIDE III (LABORER II)	463	3	11,843.00	Must be able to read and write	None required	None required	None required (Mc 10, s. 2013 Cat III)		City Internal Audit System Office
7	ADMINISTRATIVE AIDE I (LABORER I)	314	1	10,515.00	Must be able to read and write	None required	None required	None required (Mc 10, s. 2013 Cat III)		City General Services 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:

HON. DEXTER M. UY
City Mayor

CITY HALL BUILDING RIZAL AVENUE, CATBALOGAN CITY
catbalogancity_2007@yahoo.com.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.