


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: March 16, 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 OFFICER III (RECORDS OFFICER II)	144	14	26,367.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		City Budget Office
2	ADMINISTRATIVE AIDE III (LABORER II)	92	3	11,843.00	Must be able to read and	None required	None required	None required (MC 10, s. 2013 - Cat. III)		Office of the City Treasurer
3	ADMINISTRATIVE AIDE III (LABORER II)	192	3	11,843.00	Must be able to read and	None required	None required	None required (MC 10, s. 2013 - Cat. III)		Office of the City Engineer
4	ADMINISTRATIVE AIDE III (LABORER II)	440	3	11,843.00	Must be able to read and	None required	None required	None required (MC 10, s. 2013 - Cat. III)		Office of the City Veterinarian
5	ADMINISTRATIVE AIDE III (LABORER II)	441	3	11,843.00	Must be able to read and	None required	None required	None required (MC 10, s. 2013 - Cat. III)		Office of the City Veterinarian
6	ADMINISTRATIVE AIDE III (LABORER II)	464	3	11,843.00	Must be able to read and	None required	None required	None required (MC 10, s. 2013 - Cat. III)		City Procurement 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](http://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](mailto:catbalogancity_2007@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.