## 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:

City Human Resource Management Officer

Date: March 16, 2020

	1			Qualification Standards					
Position Title (Parenthetical Title, if applicable)			Monthly Salary	Education	Training	Experience	Eligibility	Competency	Place of Assignment
			25.267.00	D. L. L. L. D	A hours of relevant	1 year of relevant	Career Service (Professional)		City Budget Office
ADMINISTRATIVE OFFICER III (RECORDS OFFICER II)	144	14	26,367.00	Bachelor's Degree		And the Party of t	Second Level Eligibility		
					training .				Office of the City
A DAMMICERATIVE A IDE III /I ADODED III	02	2	11 9/3 00	Must be able to read and	None required	None required	None required		
2 ADMINISTRATIVE AIDE III (LABORER II)	92	3	11,843.00	Widst be able to read and			(MC 10, s. 2013 - Cat. III)		Treasurer
									Office of the City
ADMINISTRATIVE AIDE III (LABORER II)	192	3	11.843.00	Must be able to read and	None required	None required			Engineer
ADMINISTRATIVE AIDE III (EABORER II)	1		12,010.00				(MC 10, s. 2013 - Cat. III)		Ligito
									Office of the City
ADMINISTRATIVE AIDE III (LABORER II)	440	3	11,843.00	Must be able to read and	None required	None required		-	Veterinarian
							(MC 10, s. 2013 - Cat. III)		
							No. of the state o		Office of the City
ADMINISTRATIVE AIDE III (LABORER II)	441	3	11,843.00	Must be able to read and	None required	None required			Veterinarian
							(IVIC 10, 5, 2015 - Cat. III)		
						None required	None required		City Procurement
ADMINISTRATIVE AIDE III (LABORER II)	464	3	11,843.00	Must be able to read and	None required	None required			Office
							(1010 10) 31 2010 0411 1111		
	(Parenthetical Title, if applicable)  ADMINISTRATIVE OFFICER III (RECORDS OFFICER II)  ADMINISTRATIVE AIDE III (LABORER II)  ADMINISTRATIVE AIDE III (LABORER II)  ADMINISTRATIVE AIDE III (LABORER II)	(Parenthetical Title, if applicable)  Item No.  ADMINISTRATIVE OFFICER III (RECORDS OFFICER II)  ADMINISTRATIVE AIDE III (LABORER II)  92  ADMINISTRATIVE AIDE III (LABORER II)  192  ADMINISTRATIVE AIDE III (LABORER II)  440  ADMINISTRATIVE AIDE III (LABORER II)  441	(Parenthetical Title, if applicable)  ADMINISTRATIVE OFFICER III (RECORDS OFFICER II)  ADMINISTRATIVE AIDE III (LABORER II)	(Parenthetical Title, if applicable)  Item No. Pay Grade Salary  ADMINISTRATIVE OFFICER III (RECORDS OFFICER II)  ADMINISTRATIVE AIDE III (LABORER II)  AU  ADMINISTRATIVE AIDE III (LABORER III)  AU  AU  AU  AU  AU  AU  AU  AU  AU  A	(Parenthetical Title, if applicable)  Item No. Pay Grade Salary Education  ADMINISTRATIVE OFFICER III (RECORDS OFFICER II)  144 14 26,367.00 Bachelor's Degree  ADMINISTRATIVE AIDE III (LABORER II)  92 3 11,843.00 Must be able to read and  ADMINISTRATIVE AIDE III (LABORER II)  192 3 11,843.00 Must be able to read and  ADMINISTRATIVE AIDE III (LABORER II)  440 3 11,843.00 Must be able to read and  ADMINISTRATIVE AIDE III (LABORER II)  441 3 11,843.00 Must be able to read and	Position Title (Parenthetical Title, if applicable)  ADMINISTRATIVE AIDE III (LABORER II)  AU  ADMINISTRATIVE AIDE III (LABORER II)  AU  ADMINISTRATIVE AIDE III (LABORER III)  AU  ADMINISTRATIVE AIDE III (LABORER III)  AU  ADMINISTRATIVE AIDE III (LABORER III)  AU  AU  ADMINISTRATIVE AIDE III (LABORER III)  AU  AU  AU  AU  AU  AU  AU  AU  AU  A	Plantilla (Parenthetical Title, if applicable)  ADMINISTRATIVE AIDE III (LABORER II)  ADMINISTRATIVE AIDE III (LABORER III)  ADMINISTRATIVE AIDE III (LABORER II)  ADMINISTRATIVE AIDE III (LABORER III)  ADMINISTRATIVE AIDE III (LABORE	Position Title (Parenthetical Title, if applicable)  Plantilla Pay Grade  Position Title (Parenthetical Title, if applicable)  Plantilla Pay Grade  Pay Grade Pay Grade  Pay Grade  Pay Grade  Pay Grade  Pay Grade  Pay Grade  Pay Grade  Pay Grade  Pay Grade  Pay Grade  Pay Grade  Pay Grade  Pay Grade  Pay Grade  Pay Gra	Position Title (Parenthetical Title, if applicable)  ADMINISTRATIVE OFFICER III (RECORDS OFFICER II)  144  14  14  26,367.00  Bachelor's Degree  4 hours of relevant  training  experience  Experience  Second Level Eligibility  Fraction  ADMINISTRATIVE AIDE III (LABORER II)  92  3 1,843.00  Must be able to read and  ADMINISTRATIVE AIDE III (LABORER II)  192  3 1,843.00  Must be able to read and  None required  None required

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;
- Performance rating in the last two (2) rating period (if applicable);
- 3. Photocopy of certificate of eligibility/rating/license; and
- 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.