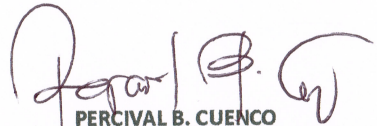


Republic of the Philippines
CITY OF CATBALOGAN
Request for Publication of Vacant Positions

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: April 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	
1	ADMINISTRATIVE AIDE I (LABORER I)	470	1	10,973.00	Must be able to read and write	None required	None required	None required (MC. 10 s. 2013-Cat III)		City Mayor's Office
2	ADMINISTRATIVE AIDE I (LABORER I)	471	1	10,973.00	Must be able to read and write	None required	None required	None required (MC. 10 s. 2013-Cat III)		City Mayor's Office
3	PROJECT DEVELOPMENT OFFICER III	472	18	40,051.00	Bachelor's Degree Relevant to the Job	8 hours of relevant training	2 years of relevant experience	Career Service(Professional) Second Level Eligibility		City Mayor's Office
4	SUPERVISING ADMINISTRATIVE OFFICER (ADMINISTRATIVE OFFICER IV)	473	22	63,524.00	Bachelor's Degree	16 hours of relevant training	3 years of relevant experience	Career Service(Professional) Second Level Eligibility		Office of the City Administrator
5	ADMINISTRATIVE ASSISTANT II (LABOR GENERAL FOREMAN)	474	8	16,630.00	High School Graduate	4 hours of relevant training	1 year of relevant experience	None required (MC. 10 s. 2013-Cat III)		City Youth Development Office
6	VETERINARIAN I	475	13	25,416.00	Doctor of Veterinary Medicine	None required	None required	RA 1080		Office of the City Veterinarian
7	LDRRM OFFICER III	476	18	40,051.00	Bachelor's Degree	8 hours of relevant training on DRRM	2 years of relevant experience on DRRM	Career Service(Professional) Second Level Eligibility		City Disaster Risk Reduction and Management Office
8	ADMINISTRATIVE AIDE VI (UTILITY FOREMAN)	477	6	14,748.00	Elementary School Graduate	None required	None required	None required (MC. 10 s. 2013-Cat III)		Office of the City Assessor
9	ADMINISTRATIVE AIDE VI (UTILITY FOREMAN)	478	6	14,748.00	Elementary School Graduate	None required	None required	None required (MC. 10 s. 2013-Cat III)		Office of the City Assessor

10	SOCIAL WELFARE AIDE	446	4	13,117.00	High School Graduate	None required	None required	None required (MC. 10 s. 2013-Cat III)	City Social Welfare and Development Office
11	SOCIAL WELFARE AIDE	447	4	13,117.00	High School Graduate	None required	None required	None required (MC. 10 s. 2013-Cat III)	City Social Welfare and Development 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.