


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:



HON. ARCHIE L. FUENTES
Acting City Mayor

Date: June 13, 2019

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 Aide III (Driver I)	22	3	12,118.00	Elementary School Graduate	None Required	None Required	Professional Driver's License (MC 10, s. 2013 Cat. IV)		City Vice Mayor's Office
2	ADMINISTRATIVE AIDE I	25	1	10,515.00	Must be able to read and write	None Required	None Required	None Required		City Vice Mayor's 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:

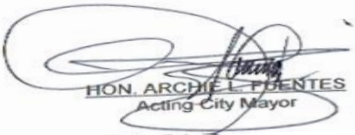
HON. ARCHIE L. FUENTES
ACTING CITY MAYOR
CITY HALL BUILDING RIZAL AVENUE, CATBALOGAN CITY
catbaloganmayorsoffice@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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:



HON. ARCHIEL PUENTES
Acting City Mayor

Date: June 10, 2019

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 AIDE IV (DRIVER II)	14	4	12,553.00	Elementary School Graduate	None Required	None Required	Professional Driver's License (MC 10, s. 2013 Cat. IV)		City Mayor's Office
2	ADMINISTRATIVE AIDE III (LABORER II)	15	3	11,843.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 1996 Cat. III)		City Mayor's Office
3	ADMINISTRATIVE AIDE I	16	1	10,515.00	Must be able to read and write	None Required	None Required	None Required		City Mayor's Office
4	ADMINISTRATIVE AIDE I	17	1	10,515.00	Must be able to read and write	None Required	None Required	None Required		City Mayor's Office
5	ADMINISTRATIVE AIDE I	49	1	10,515.00	Must be able to read and write	None Required	None Required	None Required		Sangguniang Panlungsod Office
6	ADMINISTRATIVE AIDE III (LABORER II)	90	3	11,843.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 1996 Cat. III)		City Treasurer's Office
7	ADMINISTRATIVE AIDE III	94	3	11,843.00	Must be able to read and write/Elementary School Graduate	None Required	None Required	Relevant MC 11, s.1996		City Treasurer's Office
8	ADMINISTRATIVE AIDE III	98	3	11,843.00	Must be able to read and write/Elementary School Graduate	None Required	None Required	Relevant MC 11, s.1996		City Treasurer's Office
9	ADMINISTRATIVE AIDE I (LABORER I)	104	1	10,515.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 1996 Cat. III)		City Treasurer's Office
10	ADMINISTRATIVE AIDE I (LABORER I)	105	1	10,515.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 1996 Cat. III)		City Treasurer's Office
11	ADMINISTRATIVE AIDE III (LABORER II)	119	3	11,843.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 1996 Cat. III)		City Assessor's Office
12	ADMINISTRATIVE AIDE III (LABORER II)	120	3	11,843.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 1996 Cat. III)		City Assessor's Office
13	ADMINISTRATIVE AIDE II	121	2	11,173.00	Must be able to read and write/Elementary School Graduate	None Required	None Required	None Required		City Assessor's Office
14	ADMINISTRATIVE AIDE III (LABORER II)	153	3	11,843.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 1996 Cat. III)		City Budget Office
15	ADMINISTRATIVE AIDE III (LABORER II)	192	3	11,843.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 1996 Cat. III)		City Engineer's Office
16	ADMINISTRATIVE AIDE I	252	1	10,515.00	Must be able to read and write	None Required	None Required	None Required		City Civil Registrar's Office
17	ADMINISTRATIVE AIDE I (LABORER I)	254	1	10,515.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 1996 Cat. III)		City Civil Registrar's Office

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)	
18	ADMINISTRATIVE AIDE I (LABORER I)	273	1	10,515.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 1996 Cat. III)		City Veterinarian's Office
19	ADMINISTRATIVE AIDE I	287	1	10,515.00	Must be able to read and write	None Required	None Required	None Required		City Social Welfare & Development Office
20	ADMINISTRATIVE AIDE I (LABORER I)	288	1	10,515.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 1996 Cat. III)		City Social Welfare & Development Office
21	ADMINISTRATIVE AIDE I	289	1	10,515.00	Must be able to read and write	None Required	None Required	None Required		City Social Welfare & Development Office
22	ADMINISTRATIVE AIDE III	296	3	11,843.00	Must be able to read and write/Elementary School Graduate	None Required	None Required	Relevant MC 11, s.1996		City General Services Office
23	ADMINISTRATIVE AIDE III	297	3	11,843.00	Must be able to read and write/Elementary School Graduate	None Required	None Required	Relevant MC 11, s.1996		City General Services Office
24	ADMINISTRATIVE AIDE I	300	1	10,515.00	Must be able to read and write	None Required	None Required	None Required		City General Services Office
25	ADMINISTRATIVE AIDE I	301	1	10,515.00	Must be able to read and write	None Required	None Required	None Required		City General Services Office
26	ADMINISTRATIVE AIDE I (LABORER I)	302	1	10,515.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 1996 Cat. III)		City General Services Office
27	SENIOR AQUACULTURIST	325	18	38,605.00	Bachelor's Degree Relevant to the Job	8 hours of relevant Training	2 years of relevant experience	Career Service (Professional) Second Level Elegibility		City Agriculture Office
28	ADMINISTRATIVE AIDE III (LABORER II)	342	3	11,843.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 1996 Cat. III)		City Environment and Natural Resources Office
29	ADMINISTRATIVE AIDE III (CLERK I)	351	3	11,843.00	Completion of two years studies in college	None Required	None Required	Career Service (Sub-professional) First Level Eligibility		City Human Resource Management Office
30	ADMINISTRATIVE AIDE I (LABORER I)	364	1	10,515.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 1996 Cat. III)		City Investment Promotion Office
31	ADMINISTRATIVE AIDE III (LABORER II)	369	3	11,843.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 1996 Cat. III)		City Economic Enterprise & Public Utility Office
32	ADMINISTRATIVE AIDE I (LABORER I)	372	1	10,515.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 1996 Cat. III)		City Economic Enterprise & Public Utility Office
33	ADMINISTRATIVE AIDE I (LABORER I)	373	1	10,515.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 1996 Cat. III)		City Economic Enterprise & Public Utility Office
34	ADMINISTRATIVE AIDE I (LABORER I)	374	1	10,515.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 1996 Cat. III)		City Economic Enterprise & Public Utility Office
35	ADMINISTRATIVE AIDE I (LABORER I)	375	1	10,515.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 1996 Cat. III)		City Economic Enterprise & Public Utility Office
36	ADMINISTRATIVE AIDE III	387	3	11,843.00	Must be able to read and write/ Elementary School Graduate	None Required	None Required	Relevant MC 11, s.1996		City Youth 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. ARCHIE L. FUENTES

ACTING CITY MAYOR

CITY HALL BUILDING RIZAL AVENUE, CATBALOGAN CITY

catbaloganmayorsoffice@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.