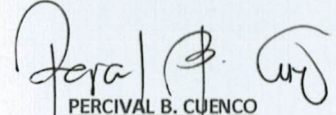


Republic of the Philippines  
CITY OF CATBALOGAN  
Request for Publication of Vacant Positions

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: October 9, 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 II (LABOR GENERAL FOREMAN)	416	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)		Office of the City Accountant
2	ADMINISTRATIVE ASSISTANT I (BOOKBINDER III)	135	7	15,635.00	Elementary School Graduate	None required	None required	None required Mc 10, s. 2013 Cat III)		Office of the City Accountant
3	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	133	9	17,845.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Office of the City Accountant

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.