

Republic of the Philippines
CGO BATANGAS CITY (CAPITAL)
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the CGO BATANGAS CITY (CAPITAL) in the CSC website:

AUREA R. CASTILLO
HRMO

Date: _____

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	City Government Department Head I	MK-1	25	95083	Bachelor's Degree	32 hours of training in management and supervision	5 years in positions involving management and supervision	Career Service (Professional) Second Level Eligibility	n/a	Office of the City Market Administrator
2	Engineer IV	EN-54	22	65319	Bachelor's Degree in Engineer relevant to the job	16 hours of relevant training	3 years of relevant experience	RA 1080 (Engineer)	n/a	Office of the City Engineer
3										
4										
5										

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 September 13, 2019.

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 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:

AUREA R. CASTILLO
City Govt. Asst. Dept. Head I
P. Burgos St., Batangas City
hrmdo_batscitygovt@yahoo.com

EEOP STATEMENT

This office highly encourages all interested and qualified applicants including physically challenged people, members of Indigenous Communities, and those from any Sexual Orientation and Gender Identities (SOGI).

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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