

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	Administrative Assistant II (Bookkeeper I)	AC-54	8	16758	Completion of two years studies in College	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	n/a	Office of the City Accountant
2	Local Revenue Collection Officer I	MK-8	11	20754	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	n/a	Office of the City Market Administrator
3	Administrative Aide III (Security Guard I)	MK-63	3	12466	High School Graduate	None Required	None Required	Security Guard License (MC 10, s. 13 - Cat. IV)	n/a	Office of the City Market Administrator
4	Metro Aide II	GS-95	4	13214	Must be able to read and write	None Required	None Required	None Required (MC 10, s.13-Cat.III)	n/a	Office of the City General Services Officer
5	Electrician I	GS-189	4	13214	High School Graduate or Completion of relevant vocational/trade course	None Required	None Required	Electrician (Building Wiring) (-250 volts) (MC 10, s. 13 - Cat. II)	n/a	Office of the City General Services Officer

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 July 02, 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
hmdo_batscitygovt@yahoo.com

EEOP STATEMENT

This office highly encourage 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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