

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   | LOCAL TREASURY OPERATION OFFICER IV                 | TR-4               | 22                     | 65319          | Bachelor's Degree       | 16 hours of relevant training | 3 years of relevant experience | Career Service (Professional)<br>Second Level Eligibility | n/a                        | Office of the City Treasurer |
| 2   |   |                    |                        |                |                         |                               |                                |   |                            |                              |
| 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 July 06, 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](http://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  
[hrrmdo\\_batscitygovt@yahoo.com](mailto:hrrmdo_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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|     |   |                    |                        |                | Education               | Training | Experience | Eligibility | Competency (if applicable) |                     |