

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	Licensing Officer III	MA-91	18	40637	Bachelor's Degree	4 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	n/a	Office of the City Mayor
2	Security Guard I	MK-60	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
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 24, 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  
[hmdo\\_batscitygovt@yahoo.com](mailto: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.**

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)	