

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 | Construction & Maintenance Man | EN-152 | 2 | 11761 | Elementary School Graduate | None Required | None Required | None required (MC 10, s. 13 - Cat III) | n/a | Office of the City Engineer |
| 2 | Public Services Assistant | GS-69 | 8 | 16758 | Completion of two years studies in College | 4 hours of relevant training | 1 year of relevant experience | Career Service (Subprofessional) First Level Eligibility | n/a | Office of the General Services Officer |
| 3 | Administrative Aide III (Driver I) | GS-110 | 3 | 12466 | Elementary School Graduate | None Required | None Required | Driver License (MC 10, s. 13 - Cat. IV) | n/a | Office of the General Services Officer |
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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 October 31, 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 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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