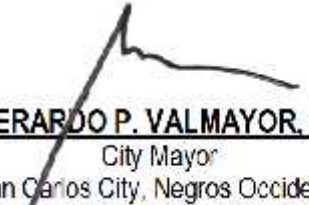


Republic of the Philippines
Province of Negros Occidental
City of San Carlos
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of LGU San Carlos City, Negros Occidental in the CSC website:


GERARDO P. VALMAYOR, JR.
City Mayor
San Carlos City, Negros Occidental

Date: April 26, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aide II	50	SG 2	127,680.00	Must be able to read and write/Elementary School Graduate	None Required	None Required	None Required		CMO, LGU San Carlos Negros Occidental
2	Administrative Assistant I (Bookbinder III)	10	SG 7	173,892.00	Elementary School Graduate	None Required	None Required	None Required		OHRM, LGU San Carlos Negros Occidental

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 **May 15, 2018**.

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 present position for one (1) year (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:

GERARDO P. VALMAYOR, JR.
CITY MAYOR
CITY HALL, FC LEDESMA AVENUE, SAN CARLOS CITY,
NEGROS OCCIDENTAL 6127
ohrm.sancarlos@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.