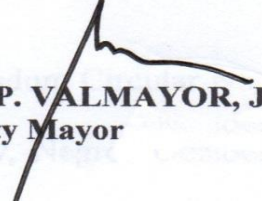


Republic of the Philippines  
Province of Negros Occidental  
City of San Carlos  
**Request for Publication of Vacant Positions**

To: CIVIL SERVICE COMMISSION (CSC)

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



**GERARDO P. VALMAYOR, JR.**  
City Mayor

San Carlos City, Negros Occidental

Date: November 2, 2017

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	Records Officer I	3	10	207,672.00	Bachelor's degree	None required	None required	Career Service (Professional)		GSD,LGU-SanCarlos,NegOcc.
2	Administrative Assistant I (Bookbinder III)	14	7	168,552.00	Elementary School Graduate	None required	None required	None required		GSD,LGU-SanCarlos,NegOcc.
3	Public Services Officer II	12	15	314,244.00	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)		GSD,LGU-SanCarlos,NegOcc.
4	Medical Specialist II	18	23	699,720.00	Doctor of Medicine	1 year of relevant experience	4 hours of relevant training	RA 1080 (Physician)		CHOSP,LGU-SanCarlos,NegOcc.
5	Medical Specialist II	19	23	699,720.00	Doctor of Medicine	1 year of relevant experience	4 hours of relevant training	RA 1080 (Physician)		CHOSP, LGU-SanCarlos,NegOcc.

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 **November 23, 2017**.

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 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](mailto:ohrm.sanCarlos@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**