


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:


RENATO Y. SUSTILO
Acting City Mayor
San Carlos City, Negros Occidental

Date: September 29, 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	Budget Officer IV	3	22	601,728.00	Bachelor's Degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional)		CBO, SanCarlosCity, NegOcc.
2	Senior Administrative Assistant II (Computer Operator IV)	6	14	288,312.00	Completion of two years studies in college or High School graduate with relevant vocational/trade course	3 years of relevant experience	16 hours of relevant training	Data Encoder/CS Subprof		CBO, SanCarlosCity, NegOcc.
3	Administrative Assistant IV (Bookbinder IV)	10	10	207,672.00	Elementary School Graduate	2 years of relevant experience	8 hours of relevant training	None Required		CBO, SanCarlosCity, NegOcc.
4	Senior Environmental Management Specialist	12	18	406,896.00	Bachelor's Degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional)		CEMO, SanCarlosCity, NegOcc.
5	Project Development Assistant	48	8	180,324.00	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (SubProfessional)		CMO, SanCarlosCity, 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 **October 15, 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;
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.