


Republic of the Philippines
Province of Negros Occidental
City of San Carlos

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 LGU San Carlos City, Negros Occidental in the CSC website:


ATTY. MA. CHAT DELIMA-CORDERO
 City Government Department Head I -
 OHRM LGU San Carlos, Negros
 Occidental
 Date: 10/16/2024

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	LOCAL LEGISLATIVE STAFF OFFICER III	4	16	39,535	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional/ Second Level Eligibility		Sangguniang Panlungsod - Secretariat Services, LGU San Carlos City, Negros Occidental
2	PROCESS SERVER	15	5	16,345	High School Graduate	None required	None required	None required (CSC MC 11, s. 1996, as amended by CSC MC 10, s. 2013 - Cat. III)		Sangguniang Panlungsod - Secretariat Services, LGU San Carlos City, Negros Occidental
3	ADMINISTRATIVE AIDE II (MESSENGER)	19	2	13,653	Elementary School Graduate	None required	None required	None required (CSC MC 11, s. 1996, as amended by CSC MC 10, s. 2013 - Cat. III)		Sangguniang Panlungsod - Secretariat Services, LGU San Carlos City, Negros Occidental
4	ADMINISTRATIVE AIDE III (DRIVER I)	28	3	14,502	Elementary School Graduate	None required	None required	Professional Driver's License (CSC MC 11, s. 1996, as amended by CSC MC 10, s. 2013 - Cat. IV)		Sangguniang Panlungsod - Secretariat Services, LGU San Carlos City, Negros Occidental
5	PROCESS SERVER	6	5	16,345	High School Graduate	None required	None required	None required (CSC MC 11, s. 1996, as amended by		City Public Library, LGU San Carlos City, Negros Occidental

								CSC MC 10, s. 2013 - Cat. III)		
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Note: These positions are open to all qualified applicants regardless of age, gender, sexual orientation and gender identity, civil status, disability, religion, ethnicity or political affiliation. 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 8, 2024.

- 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. Certified True Copy of Performance Rating in the last rating period;
- 3. Scanned/Photocopy of the Authenticated Certificate of eligibility or PRC license and ratings;
- 4. Scanned/Certified True Copies of Certificates of Training/Seminars;
- 5. Scanned/Certified True Copies of Certificates of Employment/Service Record and
- 6. Scanned/Certified True Copies of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

ATTY. MA. CHAT H. DELIMA-CORDERO
City Government Department Head I - OHRM

2/F OFFICE FOR HUMAN RESOURCE MANAGEMENT, CITY HALL, FC LEDESMA AVENUE, SAN CARLOS CITY,
ohm.sancarlos@gmail.com

NEGROS OCCIDENTAL 6127

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

