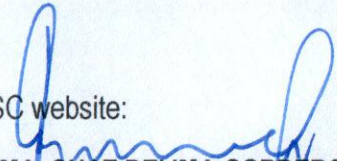


Republic of the Philippines
Province of Negros Occidental
City of San Carlos
Request for Publication of Vacant Position

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant position, which is 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: 08/08/2024

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	CITY GOVERNMENT DEPARTMENT HEAD I (CITY TREASURER)	1	25	97,556	Bachelor's degree preferably in Commerce, Public Administration or Law	None Required	5 years experience in treasury or accounting service	First grade civil service eligibility or its equivalent		City Treasurer's Office, LGU San Carlos City, Negros Occidental

Note: Applicants of the above position must be a resident of the City of San Carlos, Negros Occidental. This position is 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 August 28, 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 Certificate of eligibility;
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 DELIMA-CORDERO

City Government Department Head I - OHRM

2/F OFFICE FOR HUMAN RESOURCE MANAGEMENT, CITY HALL, FC
LEDESMA AVENUE, SAN CARLOS CITY, NEGROS
OCCIDENTAL 6127

ohrm.sancarlos@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.