

Republic of the Philippines
Roxas City Government
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 Roxas City Government in the CSC website:

M. Isolan
MA. FILIPINAS R. ISOLAN

City Gov't. Asst. Dept. Head 1 (HRMO)

Date: February 20, 2019

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	License Inspector I	17	6	13362	Completion of two years studies in college	None Required	None Required	CS-Sub.Professional/ First Level Eligibility	N/A	City Mayor's Office
2	Construction and Maintenance Man	74	02	10585	Elementary School Graduate	None Required	None Required	None Required (MC II,s.96-Cat.III)	N/A	City Engineer's Office
3	Administrative Aide IV (Bookbinder II)	07	04	11893	Elementary School Graduate	None Required	None Required	None Required (MC II,s.96-Cat.III)	N/A	Human Resource Management Office
4	Administrative Aide IV (Bookbinder II)	41	04	11893	Elementary School Graduate	None Required	None Required	None Required (MC II,s.96-Cat.III)	N/A	City Treasurer's Office
5	Administrative Aide I (Utility Worker I)	113	01	9961	Must be able to read and write	None Required	None Required	None Required (MC II,s.96-Cat.III)	N/A	City General Services Office

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 March 07, 2019.

We also welcome Persons With Disability (PWD) and Members of Indigenous Communities and those from any Sexual Orientation and Gender Identities (SOGI) to the above-named vacancies.

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 last rating period** (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:

MA. FILIPINAS R. ISOLAN

City Gov't. Asst. Dept. Head 1 (HRMO)

Roxas City Government

roxascity@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.