

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:

MARILYN G. ALBARAN

City Civil Registrar (HRMO-Designate)

Date: March 2, 2022

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	Tourism Operations Officer II	09	15	30,218.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		City Tourism Office
2	Administrative Aide VI (Utility Foreman)	66	6	14,450.00	Elementary School Graduate	None Required	None Required	None Required (MC 11, s.96 - Cat. III)		Office of the Sangguniang Panlungsod
3	Administrative Aide III (Utility Worker II)	67	3	12,215.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s.96 - Cat. III)		Office of the Sangguniang Panlungsod
4	Administrative Aide IV (Bookbinder II)	68	4	12,960.00	Elementary School Graduate	None Required	None Required	None Required (MC 11, s.96 - Cat. III)		Office of the Sangguniang Panlungsod
5	Administrative Asssirtant I (Bookbinder III)	69	7	15,461.00	Elementary School Graduate	None Required	None Required	None Required (MC 11, s.96 - Cat. III)		Office of the Sangguniang Panlungsod

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 18, 2022.

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:


MARILYN G. ALBARAN

City Civil Registrar (HRMO-Designate)

Roxas City Government

hrmoroxascity@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.