

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: October 21, 2022

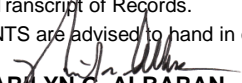
No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	City Government Assistant Department Head I	2	23	69,216.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility		Office of the Sangguniang Panlungsod
2	Supervising Administrative Officer (Administrative Officer IV)	71	22	61,574.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility		Office of the Sangguniang Panlungsod
3	Information Officer III	92	18	39,313.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		City Mayor's Office (Roxas City Information Division)
4	Information Officer II	93	15	30,218.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		City Mayor's Office (Roxas City Information Division)
5	Community Affairs Officer II	94	15	30,218.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		City Mayor's Office (Roxas City Information Division)
6	Community Affairs Officer I	95	11	21,489.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility		City Mayor's Office (Roxas City Information Division)
7	Community Affairs Assistant II	96	8	16,426.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		City Mayor's Office (Roxas City Information Division)
8	Administrative Assistant III	97	9	17,634.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		City Mayor's Office (Administrative Section)
9	Administrative Assistant II	98	8	16,426.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		City Mayor's Office (Administrative Section)
10	Administrative Assistant I	99	7	15,461.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional) First Level Eligibility		City Mayor's Office (Administrative Section)

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 06, 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.