

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)	
11	Driver I	100	3	12,215.00	Elementary school graduate	None required	None required	Driver License (MC 14, s.2018 - Cat IV)		City Mayor's Office (Administrative Section)
12	Messenger	101	2	11,511.00	Elementary school graduate	None required	None required	None required (Mc 11, s.96-cat III)		City Mayor's Office (Administrative Section)
13	Public Relation Officer I	102	11	21,489.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility		City Mayor's Office (News/Public Relation Documentation Section)
14	Communication Equipment Operator IV	103	11	21,489.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Appropriate License (Mc 11, s.96 - Cat II)		City Mayor's Office (News/Public Relation Documentation Section)
15	Photographer III	104	10	19,085.00	High School Graduate or completion of relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Photographer (Mc 11, s.96 -Cat II)		City Mayor's Office (News/Public Relation Documentation Section)
16	Photographer III	105	10	19,085.00	High School Graduate or completion of relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Photographer (Mc 11, s.96 -Cat II)		City Mayor's Office (News/Public Relation Documentation Section)
17	Photographer II	106	7	15,461.00	High School Graduate or completion of relevant vocational/trade course	None required	None required	Photographer (Mc 11, s.96 -Cat II)		City Mayor's Office (News/Public Relation Documentation Section)
18	Audio-Visual Equipment Operator III	107	7	15,461.00	High School Graduate or completion of relevant vocational/trade course	None required	None required	None required (Mc 11, s.96 -Cat III)		City Mayor's Office (News/Public Relation Documentation Section)
19	Driver I	108	3	12,215.00	Elementary school graduate	None required	None required	Driver License (MC 14, s.2018 - Cat IV)		City Mayor's Office (News/Public Relation Documentation Section)
20	Communication Equipment Operator IV	109	11	21,489.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Appropriate License (Mc 11, s.96 - Cat II)		City Mayor's Office (Social Media/Digital 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.