

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: June 22, 2023

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	
1	Metro Aide I	32	2	11,975.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s.96 - Cat. III)		City Mayor's Office-Market Operation
2	Metro Aide I	5	2	11,975.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s.96 - Cat. III)		City Mayor's Office-Fishing Port Operation
3	Administrative Aide I (Utility Worker I)	48	1	11,265.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s.96 - Cat. III)		City Mayor's Office-Tricycle Franchising and Regulatory Unit (TFRU)
4	Metro Aide I	2	2	11,975.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s.96 - Cat. III)		City Veterinarian's Office-Slaughterhouse Operation
5	Office Equipment Helper	34	2	11,975.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s.96 - Cat. III)		City Treasurer's 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 July 9, 2023.

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](http://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

[nrmoroxascity@yahoo.com](mailto:nrmoroxascity@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.