

must be in MS Excel format

Republic of the Philippines
Roxas City Government
Request for Publication of Vacant Positions

in the CSC website:

MARILYN G. ALBARAN

City Civil Registrar (HRMO-Designate)

Date: June 23, 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	(if	
1	Administrative Assistant V (Stenographic Reporter III)	47	11	22,895.00	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	Carer Service (Subprofessional) First Level Eligibility		Office of the Sangguniang Panlungsod
2	Administrative Assistant IV (Bookbinder IV)	67	10	19,971.00	Elementary School Graduate	8 hours of relevant training	2 years of relevant experience	None Required (MC 11, s.96 - Cat. III)		Office of the Sangguniang Panlungsod
3	Administrative Aide VI (Utility Foreman)	37	6	15,189.00	Elementary School Graduate	None Required	None Required	None Required (MC 11, s.96 - Cat. III)		Office of the Sangguniang Panlungsod
4	Administrative Aide I (Utility Worker I)	39	1	11,265.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s.96 - Cat. III)		Office of the Sangguniang Panlungsod

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;
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)

hrmoroxascity@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.