

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:

JOANNE A. AZARCON

Administrative Officer IV (HRMO II) - HRMO-Designate

Date: November 30, 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 applicable)	
1	Population Program Officer II	6	15	31587	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Secod Level Eligibility		City Social Welfare and Development Office
2	Administrative Assistant I (Bookbinde III)	6	7	16109	Elementary School Graduate	None required	None required	None required (Mc 11, s.96- Cat III)		City General Services 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 December 17, 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:


JOANNE A. AZARCON

Administrative Officer IV (HRMO II) -HRMO-Designate

Roxas City Government

hrmoroxascity@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.