

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: July 08, 2024

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	City Government Assistant Department Head I	2	23	72003	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility		City Mayor's Office
2	Assistant Registration Officer	7	8	17770	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		City Civil Registrar Office
3	Administrative Assistant VI	13	12	26249	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) First Level Eligibility		City Budget Office
4	Metro Aide I	35	2	12437	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
5	Metro Aide I	37	2	12437	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
6	Metro Aide I	38	2	12437	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

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 24, 2024.

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.

CHECKLIST OF COMMON REQUIREMENTS

Instructions: Put a check if the requirements are complete. If

1	<i>APPOINTMENT FORMS (CS Form No. 33-A, Revised 2018) - Three (3) original copies of appointment form (employee copy, CSC copy and agency copy)</i>
2	<i>PLANTILLA OF CASUAL APPOINTMENT (CSC Form No. 34-A, C, E or F) - Three (3) original copies (employee copy, CSC copy and agency copy)</i>
3	<i>PERSONAL DATA SHEET (CS Form No. 212, Revised 2017)</i>
4	<i>ORIGINAL COPY OF AUTHENTICATED CERTIFICATE OF ELIGIBILITY/ RATING/ LICENSE - Except if the eligibility has been previously authenticated in 2004 or onward and recorded by the CSC</i>
5	<i>POSITION DESCRIPTION FORM (DBM-CSC Form No. 1, Revised 2017)</i>
6	<i>OATH OF OFFICE (CS Form No. 32, Revised 2017)</i>
7	<i>CERTIFICATE OF ASSUMPTION TO DUTY (CS Form No. 4)</i>

HRMO	CSC FO
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If incomplete, use the space provided to indicate the name of appointee and the lacking requirement/s.

This is to certify that I have checked the veracity, authenticity and completeness of all the requirements in support of the appointments attached herein.

HRMO

This is to certify that I have checked all the requirements in support of the appointments attached herein and found these to be [] complete / [] lacking.

CSC FO Receiving Officer