

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:

WANEE C. AGUILA

Administrative Officer V - HRMO-Designate

Date: **October 4, 2024**

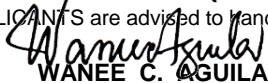
No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Assistant VI (Computer Operator III)	02	12	26249	Elementary School Graduate	None required	None required	Career Service (Subprofessional) Data Encoder (MC 11, s.96-Cat. I) First Level Eligibility		City Civil Registrar's Office
2	Administrative Assistant IV (Reproduction Machine Operator II)	69	4	14588	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)		Sangguniang Panlungsod Office
3	Legislative Staff Employee II (Messenger)	70	4	14588	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)		Sangguniang Panlungsod Office
4	Administrative Assistant II (Clerk IV)	123	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 Health 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 October 20, 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:


WANEE C. AGUILA

Administrative Officer V - HRMO-Designate

Roxas City Government

hrmoroxascity@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.