

Republic of the Philippines  
SILAY CITY LOCAL GOVERNMENT UNIT  
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 Silay City Local Government Unit in the CSC website:

  
**PACITA L. CAILE**  
Officer-in-Charge, HRMO

Date: October 7, 2020

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	Electrician General Foreman	CE-75	11	20,084.00	H/S graduate or Completion of relevant Vocational/Trade Course	8 hrs. Relevant Training	2 yrs. Relevant Experience	Electrician (Bldg. Wiring) MC 10, s.2013 Cat. II		City Engineer's Office, Silay City, Neg. Occ.
2	Asst. Registration Officer	CR-09	8	15,755.00	Completion of two years studies in College	4 hrs. Relevant Training	1 yr. Relevant Experience	CS-Sub Professional		City Civil Registrar's Office, Silay City, Neg. Occ.
3	Utility Foreman	GS-62	6	13,972.00	Elementary School Graduate	None Required	None Required	None Required		General Services Office, Silay City, Neg. Occ.
4	Registration Officer IV	CR-07	22	60,180.00	Bachelor's Degree	16 hrs. Relevant Training	3 years Relevant Experience	CS-Professional		City Civil Registrar's Office, Silay City, Neg. Occ.
	-Nothing Follows-									

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 23, 2020.**

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 authenticated certificate of eligibility/rating/license; and
4. Photocopy of authenticated Transcript of Records.

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**MRS. PACITA L. CAILE**

Officer-in-Charge, HRMO

Silay City Hall, Zamora St., Silay City

[silacitygovernment\\_hrmp@yahoo.com](mailto:silacitygovernment_hrmp@yahoo.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**





