

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: February 3, 2021

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 I (Computer Operator I)	CM-86	7	14,812.00	Completion of two years studies in College or High School Graduate with relevant vocational/trade course	None Required	None Required	CS-Sub Professional/Data Encoder		City Mayor's Office, Silay City, Negros Occidental
2	Special Agent I	OB-05	8	15,755.00	Completion of two years studies in College	4 hours of relevant Training	1 year of relevant Experience	CS-Sub Professional		Office of the City Building Official, Silay City, Neg. Occ.
3	Local Legislative Staff Office III	SP-22	16	31,595.00	Bachelor's Degree relevant to the job	4 hours of relevant Training	1 year of relevant Experience	CS-Professional		Sangguniang Panlungsod 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

February 19, 2021.

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 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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

