

**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: January 15, 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	Supervising Labor and Employment Officer	PE-03	22	60,180.00	Bachelor's Degree preferably in any of the following: Operations Management (OM); Human Resource Management (HRMO); Human Resource Development (HRD); and/or allied fields	16 hours of relevant training on employment facilitation	3 years experience in program management relative to employment facilitation	Career Service (Professional)/Second Level Eligibility		Public Employment Service Office, Silay City, Negros Occ.
2	Labor and Employment Officer II	PE-04	13	24,079.00	Bachelor's Degree preferably in any of the following: Operations Management (OM); Human Resource Management (HRMO); Human Resource Development (HRD); and/or allied fields	2 hours of relevant training on employment facilitation	1 year experience in program management relative to employment facilitation	Career Service (Professional)/Second Level Eligibility		Public Employment Service Office, Silay City, Negros Occ.
3	Mason II	CE-46	5	13,177.00	Elementary School Graduate	None Required	None Required	None Required (MC10.s,2013-Cat. III)		City Engineer's Office, Silay City, Negros 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 5, 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](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.**



