

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 4, 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	Security Guard II	CM-23	5	13,177.00	High School Graduate	None Required	None Required	Security Guard License (MC 10,s.2013-Cat. IV)		City Mayor's Office, Silay City, Negros Occidental
2	Utility Foreman	CM-115	6	13,972.00	Elementary School Graduate	None Required	None Required	None Required		City Mayor's Office, Silay City, Negros Occidental
3	Administrative Aide IV (Clerk II)	CM-110	4	12,426.00	Completion of two years studies in College	None Required	None Required	CS-Sub Professional		City Mayor's Office, Silay City, Negros Occidental
4	Administrative Aide III (Utility Worker II)	CA-11	3	11,717.00	Must be able to read and write	None Required	None Required	None Required		City Accountant's Office, Silay City, Negros Occ.
5	Laborer II	GS-45	3	11,717.00	Must be able to read and write	None Required	None Required	None Required		General Services Office, Silay City, Negros Occ.
6	Administrative Aide IV (Clerk II)	CE-07	4	12,426.00	Completion of two years studies in College	None Required	None Required	CS-Sub Professional		City Engineer's Office, Silay City, Negros Occidental
7	Welder II	CE-105	6	13,972.00	Elementary School Graduate	None Required	None Required	Welder (CSC MC10,s.2013 - Cat. II)		City Engineer's Office, Silay City, Negros Occidental
8	Heavy Equipment Operator II	CE-107	6	13,972.00	High School Graduate or Completion of relevant Vocational/Trade Course	None Required	None Required	Operator (CSC MC10,s.2013 - Cat. II)		City Engineer's Office, Silay City, Negros Occidental
9	Public Health Nurse II	CH-12	16	31,595.00	Bachelor of Science of Nursing	4 hours relevant Training	1 year relevant Experience	RA 1080		City Health Office, Silay City, Negros Occidental
	-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

January 26, 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.

