

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 5, 2022

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	Local Treasury Operations Officer III	CT-12	18	39,313.00	Bachelor's Degree	8 hrs. relevant Training	2 yrs. relevant Experience	CS-Professional		City Treasurer's Office, Silay City, Neg. Occ.
2	Supervising Administrative Officer	CM-66	22	61,574.00	Bachelor's Degree relevant to the job	16 hrs. relevant Training	3 yrs. Relevant Experience	CS-Professional		City Mayor's Office, Silay City, Neg. Occ.
3	Security Guard I	CM-38	3	12,215.00	High School Graduate	None Required	None Required	Security Guard License (MC 10,s.2013 Cat. IV)		City Mayor's Office, Silay City, Neg. Occ.
4	Administrative Aide III	CH-51	3	12,215.00						

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 20, 2022~~

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.

