

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: September 9, 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	Administrative Aide III (Utility Worker II)	CM-53	3	11,717.00	Must be able to read and write	None Required	None Required	None Required		City Mayor's Office, Silay City, Neg. Occ.
2	Administrative Aide III (Utility Worker II)	CM-68	3	11,717.00	Must be able to read and write	None Required	None Required	None Required		City Mayor's Office, Silay City, Neg. Occ.
3	Market Supervisor III	CM-107	18	37,943.00	Bachelor's Degree	8 hrs. Relevant Training	2 yrs. Relevant Experience	CS-Professional		City Mayor's Office, Silay City, Neg. Occ.
4	Planning Officer III	CP-08	18	37,943.00	Bachelor's Degree relevant to the Job	8 hrs. Relevant Training	2 yrs. Relevant Experience	CS-Professional		City Planning & Devt. Ofc., Silay City, Neg. Occ.
5	Utility Worker II	GS-56	3	11,717.00	Must be able to read and write	None Required	None Required	None Required		General Services Office, Silay City, Neg. Occ.
6	Electrician General Foreman	CE-95	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.
7	Laboratory Aide II	CH-39	4	12,426.00	Elementary School Graduate	None Required	None Required	None Required		City Health Office, Silay City, Neg. Occ.
	<i>-Nothing Follows-</i>									

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

**September 26, 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

[silaycitygovernment\\_hrmp@yahoo.com](mailto:silaycitygovernment_hrmp@yahoo.com)

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





