

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:



YURI JAN D. JARDER
Officer-in-Charge, HRMO

Date: August 18, 2022

No.	Position Title (Parenthetical Title, if applicable)	Plantilla a Item No.	Salary / Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competen cy (if applicable)	
1	Supply Officer III	GS-13	18	40,683.00	Bachelor's Degree	8 hrs. relevant Training	2 yrs. relevant Experience	CS- Professional		General Services Office, Silay City, Neg. Occ.
2	Utility Worker II	GS-73	3	12,713.00	Must be able to read and write/Elementary School Graduate	None Required	None Required	None Required		General Services Office, Silay City, Neg. Occ.
3	Administrative Officer V	CM-68	18	40,683.00	Bachelor's Degree relevant to the Job	8 hrs. relevant Training	2 yrs. relevant Experience	CS- Professional		City Mayor's Office, Silay City, Neg. Occ.
4	Management & Audit Analyst III	IA-01	18	40,683.00	Bachelor's Degree relevant to the Job	8 hrs. relevant Training	2 yrs. relevant Experience	CS- Professional		Internal Audit Office, Silay City, Neg. Occ.
6	Draftsman I	CE-19	6	15,189.00	Completion of 2 yrs. studies in College or High School Graduate with relevant vocational/trade course	None Required	None Required	Draftsman (MC 10,s. 2013-Cat. II)		City Engineer's Office, Silay City, Neg. Occ.
7	Senior Environmental Management Specialist	CM-104	18	40,683.00	Bachelor's Degree relevant to the Job	8 hrs. relevant Training	2 yrs. relevant Experience	CS- Professional		City Mayor's Office, Silay City, Neg. Occ.
8	Administrative Aide VI	CT-08	6	15,189.00	Completion of 2 yrs. studies in College or High School Graduate with relevant vocational/trade course	4 hrs. relevant Training	1 yr. relevant Experience	CS-Sub Professional		City Treasurer's 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

September 5, 2022.

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:

MR. YURI JAN D. JARDER

Officer-in-Charge, HRMO

2nd Flr. City Mayor's Office, Silay City Hall, Zamora St., Silay City

yurijanjarde@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

