

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: October 10, 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	Driver I	GS-117	3	12,713.00	High School graduate or Completion of relevant Vocational/Trade Course	None Required	None Required	Professional Driver's License (MC 10,s.2013-Cat. IV)		General Services Office, Silay City, Neg. Occ.
2	Driver I	GS-118	3	12,713.00	High School graduate or Completion of relevant Vocational/Trade Course	None Required	None Required	Professional Driver's License (MC 10,s.2013-Cat. IV)		General Services Office, Silay City, Neg. Occ.
3	Driver I	GS-119	3	12,713.00	High School graduate or Completion of relevant Vocational/Trade Course	None Required	None Required	Professional Driver's License (MC 10,s.2013-Cat. IV)		General Services Office, Silay City, Neg. Occ.
4	Administrative Aide III (Driver I)	CV-06	3	12,713.00	High School graduate or Completion of relevant Vocational/Trade Course	None Required	None Required	Professional Driver's License (MC 10,s.2013-Cat. IV)		City Veterinarian's Office, Silay City, Neg. Occ.
5	Administrative Aide IV (Driver II)	CE-118	4	13,494.00	High School graduate or Completion of relevant Vocational/Trade Course	None Required	None Required	Professional Driver's License (MC 10,s.2013-Cat. IV)		City Engineer's Office, Silay City, Neg. Occ.
6	Administrative Aide IV (Driver II)	CE-124	4	13,494.00	High School graduate or Completion of relevant Vocational/Trade Course	None Required	None Required	Professional Driver's License (MC 10,s.2013-Cat. IV)		City Engineer's Office, Silay City, Neg. Occ.
<b>-Nothing Follows-</b>										

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

**October 25, 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](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:

**MR. YURI JAN D. JARDER**  
Officer-in-Charge, HRMO  
2nd Flr. City Mayor's Office, Silay City Hall, Zamora St., Silay City  
[yurijanjarder@gmail.com](mailto:yurijanjarder@gmail.com)

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