

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: March 13, 2024

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	Utility Worker II	GS-95	3	13,210.00	Must be able to read and write	None Required	None Required	None Required		General Services Office, Silay City, Negros Occidental
2	Management & Audit Assistant	IA-02	8	17,770.00	Completion of 2 yrs. studies in College	4 hours relevant Training	1 year relevant Experience	CS-Sub Professional		Internal Audit Office, Silay City, Negros Occidental
3	Accountant III	CA-04	18	42,053.00	Bachelor's Degree in Commerce/Business Administration major in Accounting	8 hours of relevant Training	2 years Of relevant Experience	RA 1080		City Accountant's Office, Silay City, Negros Occidental
4	Administrative Assistant VI (Computer Operator III)	CM-79	12	26,249.00	Completion of two years studies in College or High School Graduate with relevant vocational/trade course	8 hours of relevant Training	2 years of relevant Experience	CS-Sub Professional/Data Encoder (MC 11, s.1996)		City Mayor's Office, Silay City, Negros Occidental
5	Administrative Aide IV (Clerk II)	SP-18	4	14,027.00	Completion of two years studies in College	None Required	None Required	CS-Sub Professional		Sangguniang Panlungsod 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 **March 30, 2024**.

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
jarderyurijan@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.