

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. JARDE**  
Officer-in-Charge, HRMO

Date: January 4, 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	Senior Administrative Assistant II (Computer Operator IV)	CM-77	14	30,459.00	Completion of two-year studies in College or High School Graduate with relevant Vocational/Trade Course	16 hrs. of relevant Training	3 yrs. of relevant Experience	CS-Sub Professional / Data Encoder (MC 11,s.96 Cat. I)		City Mayor's Office, Silay City, Neg. Occ.
2	Supervising Aqua-Culturist	DA-08	22	64,360.00	Bachelor's Degree relevant to the Job	16 hrs. of relevant Training	3 yrs. of relevant Experience	CS-Professional		City Agriculture Office, Silay City, Neg. Occ.
3	Security Guard I	CM-178	3	13,210.00	High School Graduate	None Required	None Required	Security Guard License (MC 10, s. 2013-Cat. IV)		City Mayor's Office, Silay City, Neg. Occ.
	-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

**January 20, 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](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. JARDE**

Officer-in-Charge, HRMO

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

[jarderyurijan@gmail.com](mailto:jarderyurijan@gmail.com)

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