

Republic of the Philippines  
**CGO SAN PABLO, LAGUNA**  
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 CGO SAN PABLO, LAGUNA in the CSC website:

ELSA M. BARCELONA

HRMO

Date: April 24, 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	
1	Associate Professor II	1519	20	57,347.00	Relevant Masteral degree	8 hours of relevant training	2 years of relevant experience	PBET/Teacher/RA 1080	Pamantasan ng Lunsod ng San Pablo
2	Administrative Officer V (Information Officer III)	526	18	46,725.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service-Professional/2nd Level	City Information Office
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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 May 9, 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 certificate of eligibility/rating/license; and
  4. Photocopy of Transcript of Records.
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**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**AILEEN D. BOMBIO**  
Administrative Officer IV  
Trece Martirez St, Brgy. V-A, City Hall Com  
San Pablo City, Laguna  
[hr.spc@yahoo.com](mailto:hr.spc@yahoo.com)

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