CS Form No. 9
Revised 2018

Republic of the Philippines
CGO SAN PABLO, LAGUNA
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC FO must be in MS Excel format

CSC CIVIL SERVICE COMMISSION Republic of the Philippines
LAGUNA FIELD OFFICE
Provincial Capitol Compound, Sta. Cruz, 4009 Province of Laguna
(049) 501-3324 | ro04_fo.laguna@csc.gov.ph
OCT 17 2022
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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: October 17,2022

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	C c r	
1	Administrative Assistant I (Audio Visual Equipment Operator III)	86	7	17,899.00	High School Graduate or Completion of relevant vocation/trade course	None required	None required	Audio Visual Equipment Operator		Sangguniang Panlungsod
2	Board Secretary IV	56	22	69,963.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Cs-Professional/2nd Level Eligibility		Sangguniang Panlungsod
3	Associate Professor IV	844	22	69,963.00	Relevant masteral degree	16 hours of relevant training	3 years of relevant experience	PBET/Teacher/RA 1080		Pamantasan ng Lungsod ng San Pablo
4	Instructor I	870	12	27,608.00	Bachelor's degree in the area of specialization	None required	None required	PBET/Teacher/RA 1080		Pamantasan ng Lungsod ng San Pablo
5	Instructor I	898	12	27,608.00	Bachelor's degree in the area of specialization	None required	None required	PBET/Teacher/RA 1080		Pamantasan ng Lungsod ng San Pablo
6	Instructor II	861	13	29,798.00	Bachelor's degree in the area of specialization	None required	None required	PBET/Teacher/RA 1080		Pamantasan ng Lungsod ng San Pablo
7	Administrative Officer I (Adminsitrative Officer II)	820	11	25,439.00	Bachelor's degreee	None required	None required	Cs-Professional/2nd Level Eligibility		Office of the City Building Official
8	Administrative Aide I (Laborer I)	973	1	12,517.00	Must be able to read & write	None required	None required	None required		City Treasurer's Office - Market Division
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All aplicants/candidates have equal opportunity for employment, free from any discrimination during the selection process regardless of age, gender, status.

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 November 1 ,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 certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

AILEEN D. BOMBIO
Human Resource Management Offr. II
Trece Martirez St, Brgy V-A, City Hall Comp.
San Pablo City, Laguna
hr.spc@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.