

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

— ELECTRONIC COPY TO THE SUBMITTED TO  
the CSC FO must be in MS Excel  
format

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: August 14, 2024

No	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards			Eligibility	Place of Assignment
					Education	Training	Experience		
1	City Government Department Head (City Architect) (RA 7160 - Local Government Code of the Philippines)	1521	25	102,690.00	Bachelor's Degree in Architecture	None required	5 years of experience in architectural work	RA 1080, as amended (Architect)	Office of the City Architect
2	Public Services Officer IV	0214	22	71,511.00	Bachelor's Degree	16 hours of relevant training	3 years of relevant experiences	Career Service (Professional) Second Level Eligibility	Office of the City General Services Officer

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 August 29, 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.

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 Corr  
San Pablo City, Laguna  
[hr.spsc@yahoo.com](mailto:hr.spsc@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.