

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: January 17, 2025

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	Administrative Aide IV (Bookbinder II)	1404	4	16,209.00	Elementary School Graduate	None required	None required	Career Service (Sub-Professional) First Level Eligibility	Office of the City Mayor (Business Permit and Licensing Office)
2	Administrative Officer IV	1553	15	38,413.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Office of the City General Hospital

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 February 1, 2025.

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
Administrative Officer IV
Trece Martirez St, Brgy. V-A, City Hall Comj
San Pablo City, Laguna
hr.spc@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.