

Republic of the Philippines
CITY GOVERNMENT OF SAN PEDRO
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of City Government of San Pedro in the CSC website:

Date:

June 28, 2018

HON. LOURDES S. CATAQUIZ
City Mayor

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Education	Training	Qualification Standards			Competency (if applicable)	Place of Assignment
							Experience	Eligibility			
1	Revenue Collection Clerk II	216	7-1	15,254.00	Completion of two year studies in college	none required	none required	none required	Career Service (Subprofessional) First Level Eligibility	not applicable	City Treasurer's Office
2	License Inspector 1	452	6-1	14,340.00	Completion of two year studies in college	none required	none required	none required	Career Service (Subprofessional) First Level Eligibility	not applicable	Office of the Economic Enterprise-BPLO

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 **JULY 13, 2018**.

- Three (3) 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;
 - Performance rating in the present position for one (1) year (if applicable);
 - Photocopy of certificate of eligibility/rating/license; and
 - Original and Photocopy of Transcript of Records.
 - NBI Clearance
 - PSA Authenticated Birth Certificate
 - PSA Authenticated Marriage Certificate (for married female)
- QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:
HON. LOURDES S. CATAQUIZ (C/O) CITY HUMAN RESOURCE MANAGEMENT OFFICE

City Mayor

4th Floor, City Hall Building Brgy. Poblacion San Pedro, Laguna

admin@cityofsanpedrolaguna.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.