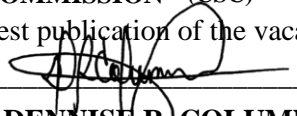


**Republic of the Philippines
City Government of General Trias
Request for Publication of Vacant Position**

July 12, 2018

To: CIVIL SERVICE COMMISSION (CSC)

This is to request publication of the vacant positions of City Government of General Trias in the CSC website:

Attested: 

Dr. DENNISE R. COLUMNA
City Government Dept. Head I
(HRMO)

Noted: 

ANTONIO A. FERRER
City Mayor

Date: _____

No.	Position Title	Plantilla ITEM No.		Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment
		Old	New			Education	Experience	Training	Eligibility	Competency	
1	Administrative Aide IV (Clerk II)	53	58	4/1	12,674.00	Completion of two years studies in college	none required	none required	Career Service (Subprofessional)		Office of the City Mayor (Administrative Unit)
3	Administrative Aide VI (Clerk III)	6	7	6/1	14,340.00	Completion of two years studies in college	none required	none required	Career Service (Subprofessional)		Office on General Services
6	Administrative Aide III (Utility Worker II)	36	38	3/1	11,914.00	Must be able to read and write	none required	none required	none required (MC 11,s.96-Cat.III)		Office of the City Vice Mayor (Administrative Unit)

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 15, 2018.

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 present position for one(1) year (if applicable);
3. Photocopy of certificate of leigibility/rating/license; and
4. Photocopy of Transcript of Record

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

Dr. DENNISE R. COLUMNA
City Government Dept. Head I (HRMO)
Human Resource Management
Office, 3rd Flr. City Hall, City Of
General Trias, Cavite
hrmo.lgugentri@gmail.com

Note: The City Government of General Trias adheres to the Equal Employment Opportunit Principle (EEO). No discrimination shall be exercised, threatened or promised against or i favor of any person examined or to be examined or employed by reason of his/her politic religious opinions of affiliations, sex, sexual orientation and gender identity, civil status, ag disability or ethnicity.

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APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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