

Republic of the Philippines
SILAY CITY LOCAL GOVERNMENT UNIT
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 Silay City Local Government Unit in the CSC website:


YURI JAN D. JARDE
Officer-in-Charge, HRMO

Date: January 25, 2023

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	Competency (if applicable)	
1	Administrative Officer IV	SP-17	15	31,587.00	Bachelor's Degree relevant to the Job	4 hours of relevant Training	1 year of relevant Experience	CS-Professional		Sanguniang Panlungsod Office, Silay City, Negros Occidental
2	Local Legislative Staff Officer IV	SP-22	19	44,852.00	Bachelor's Degree relevant to the Job	8 hours of relevant Training	2 years of relevant Experience	CS-Professional		Sanguniang Panlungsod Office, Silay City, Negros Occidental
	-Nothing Follows-									

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 9, 2023**.

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 authenticated certificate of eligibility/rating/license; and
4. Photocopy of authenticated Transcript of Records.

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

MR. YURI JAN D. JARDE

Officer-in-Charge, HRMO

2nd Flr. City Mayor's Office, Silay City Hall, Zamora St., Silay City

jarderyurijan@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.