

Republic of the Philippines  
SILAY CITY LOCAL GOVERNMENT UNIT  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Silay City in the CSC website:



**MARK ANDREW ARTHUR J. GOLEZ**  
City Mayor

Date: November 20, 2017

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Budgeting Assistant	CB-7	SG-8	170,832.00	Completion of 2 yrs. Studies in College	4 hrs. relevant Training	1 yr. relevant Experience	CS-Sub Professional		City Budget Office
2	Accountant II	CAO-6	SG-15	297,708.00	Bachelor's Degree in Commerce/Business Adm. Major in Accounting	4 hrs. relevant Training	1 yr. relevant Experience	RA 1080		City Accountant's Office
3	Accounting Clerk III	CAO-8	SG-8	170,832.00	Completion of 2 yrs. Studies in College	4 hrs. relevant Training	1 yr. relevant Experience	CS-Sub Professional		City Accountant's Office
4	Accountant I	CAO-13	SG-12	230,976.00	Bachelor's Degree in Commerce/Business Adm. Major in Accounting	None Required	None Required	RA 1080		City Accountant's Office
5	Local Treasury Operations officer IV	CT-15	SG-22	570,060.00	Bachelor's Degree	16 hrs. Relevant Training	3 yrs. Relevant Experience	CS-Professional		City Treasurer's Office

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 **December 8, 2017**.

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 present position for one (1) year (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:

**MARK ANDREW ARTHUR J. GOLEZ**  
City Mayor  
Silay City Hall, Zamora St., Silay City  
[silaycitygovernment\\_hrmp@yahoo.com](mailto:silaycitygovernment_hrmp@yahoo.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**