

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. JARDER
Officer-in-Charge, HRMO

Date: April 17, 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	Security Guard I	CM-43	3	13,210.00	High School Graduate	None Required	None Required	Security Guard License (MC 10 s 2013-Cat. IV)		City Mayor's Office, Silay City Neg. Occ.
2	Administrative Aide III	CP-06	3	13,210.00	Must be able to read and write	None Required	None Required	None Required		City Planning & Development Office, Silay City, Neg. Occ.
3	Driver I	GS-117	3	13,210.00	High School Graduate or Completion of relevant Vocational/Trade Course	None Required	None Required	Professional Driver's License (MC 10,s.2013-Cat. IV)		General Services Office, Silay City, Neg. Occ.
4	Administrative Assistant II (Budgeting Assistant)	CB-11	8	17,770.00	Completion of two years studies in College	4 hours relevant Training	1 year relevant Experience	CS-Sub Professional		City Budget Office, Silay City, Neg. Occ.
5	Administrative Aide IV (Bookbinder II)	CM-94	4	14,027.00	Elementary School Graduate	None Required	None Required	None Required		City Mayor's Office, Silay City, Neg. Occ.
6	Administrative Assistant II	CT-05	8	17,770.00	Completion of two years studies in College	4 hours relevant Training	1 year relevant Experience	CS-Sub Professional		City Treasurer's Office, Silay City, Neg. Occ.
-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 **May 2, 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. JARDER
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.

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: April 17, 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	Mechanical Shop General Foreman	GS-106	13	28,188.00	High School Graduate or Completion of relevant Vocational/Trade Course	16 hours relevant Training	3 years relevant Experience	Mechanic (Automotive Servicing) MC 10,s.2013-Cat. II)		General Services Office, Silay City, Neg. Occ.
2	Mechanical Shop Foreman	GS-107	11	24,300.00	High School Graduate or Completion of relevant Vocational/Trade Course	8 hours relevant Training	2 years relevant Experience	Mechanic (Automotive Servicing) MC 10,s.2013-Cat. II)		General Services Office, Silay City, Neg. Occ.
	-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 **May 2, 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.