

Republic of the Philippines
CGO SAN PABLO, LAGUNA
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 CGO SAN PABLO, LAGUNA in the CSC website:



LAGUNA FIELD OFFICE
Province of Laguna

05 MAR 2021

RECEIVED

Mmm 10:15 AM

Date: March 4, 2021
ELSA M. BARCELONA
HRMO IV

Electronic copy to be submitted to the CSC FO must be in MS Excel

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary Job/ Pay Gra	Monthly Salary	Qualification Standards			Competency (if applicable)	Place of Assignment
					Education	Training	Experience		
1	Driver I	93	3	13,572.00	Elementary School Graduate	None required	None required	Driver's License	Sangguniang Panlungsod
2	Bookbinder II	1208	4	14,400.00	Elementary School Graduate	None required	None required	None required	City Accountant Office
3	Cashier I	466	10	21,205.00	Bachelor's degree	None required	None required	CS- Professional/2nd Level Eligibility	City Treasurer's Office
4	Revenue Collection Officer II	1196	15	33,575.00	Bachelor's degree	4 hrs of relevant training	1 yr of relevant experience	CS- Professional/2nd Level Eligibility	City Treasurer's Office
5	Midwife III	1148	11	23,877.00	Graduate Midwife & Bachelor of Science in Community Health Service & Other Social Science Course	8 hrs of relevant training	2 yrs of relevant experience	RA 1080 or relevant CS Eligibility	City General Hospital
6	Utility Worker I	281	1	12,034.00	Must be able to read & write	None required	None required	None required	City Treasurer's Office- Market Division

All applicants/candidates have equal opportunity for employment, free from any discrimination during the selection process regardless of age, gender, status, 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 March 19, 2021

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 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:

ELSA M. BARCELONA
HRMO IV
Trece Martirez St., San Pablo City
elsa70301@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Republic of the Philippines
CGO SAN PABLO, LAGUNA
Request for Publication of Vacant Positions

LAGUNA FIELD OFFICE
Provincial Capitol Compound, Sta. Cruz,
4009 Province of Laguna

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ELSA M. BARCELONA
HRMO
By: _____
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