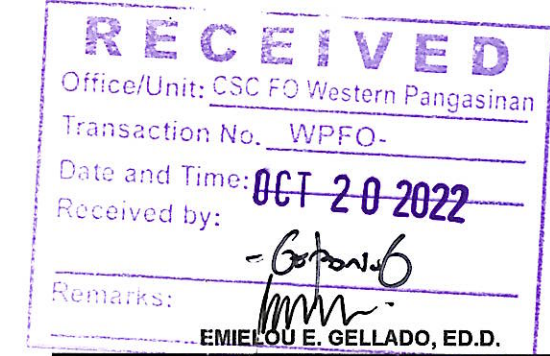


**Republic of the Philippines**  
**CITY GOVERNMENT OF ALAMINOS**  
**Request for Publication of Vacant Position**

**CIVIL SERVICE COMMISSION (CSC)**

We hereby request the publication of the vacant position, which are authorized to be filled, at the City Government of Alaminos in the CSC website:



*City Government Department Head I*

Date: October 20, 2022

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	
1	Supervising Administrative Officer (Human Resource Management Officer IV)	2022-117	22/1	59,469.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	CS (Professional) Second Level Eligibility	Integrity Resiliency Innovation Spirituality Excellence	City Human Resource Management 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 **November 4, 2022**.

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 rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license
4. Photocopy of Transcript of Records.
5. Training Certificates
6. Certificate of Work Experience
7. Certificate of Awards & Recognitions from School, Work, or other Agencies/Organizations
8. Certificate of Membership or Participation to NGO Activities

**NOTE:**

**All applicants may apply regardless of race, age, color, physical appearance, ancestry, ethnicity, national origin, cultural mores, political affiliations or opinions, sex, religion or belief, marital status, parental roles, sexual orientation, genetic information or disability**

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

**EMIELOU E. GELLADO, ED. D.**  


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*City Government Department Head I*  


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Poblacion, Alaminos City, Pangasinan  


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[alaminoschrmorsp@gmail.com](mailto:alaminoschrmorsp@gmail.com)  


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