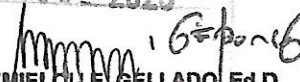


Republic of the Philippines
CITY GOVERNMENT OF ALAMINOS
Request for Publication of Vacant Position

To: CIVIL SERVICE COMMISSION (CSC)

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

RECEIVED
Office/Unit: <u>CSC FO Western Pangasinan</u>
Transaction No. <u>WPFO</u>
Date and Time: <u>17 JUL 2023</u>
Received by:  EMIELOU E. GELLADO, Ed.D.
Remarks: <u>City Government Department Head I</u>
Date: <u>July 17, 2023</u>

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	City Government Department Head I (PESO Manager)	2023-533	25/1	87,287.00	Bachelor's degree preferably in any of the following: Operations Management (OM); Human Resource Management (HRM); Human Resource Development (HRD); and/or allied fields	None required	5 years in supervisory/management experience in program management relative to employment facilitation	Career Service (Professional) Second Level Eligibility	Integrity Resiliency Innovation Spirituality Excellence	Public Employment Service Office (PESO)
2	Administrative Assistant II (Clerk IV)	2023-534	8/1	16,782.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) Second Level Eligibility	Integrity Resiliency Innovation Spirituality Excellence	Public Employment Service Office (PESO)


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 **August 1, 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 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.

City Government Department Head I

Poblacion, Alaminos City, Pangasinan

alaminoschrmorsp@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.