

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 position, which are authorized to be filled, at the City Government of Alaminos in the CSC website:

RECEIVED
Office/Unit: <u>CSC FO Work Area - Pangasinan</u>
Transaction No. <u>WPI</u>
Date and Time: <u>DEC 17 2024</u>
Received by: <u>EMIELOU E. GELLADO, Ed.D.</u>
CGDH 1 (CHIRMO)/OIC-City Administrator
Date: <u>December 17, 2024</u>
Remarks:

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Experience	Training	Eligibility	Competency	
1	Administrative Officer V (Records Officer III)	2024-554	18/1	44,114.00	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	Integrity Resiliency Innovation Spirituality Excellence	Office of the Secretary to the Sangguniang Panlungsod

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 **January 1, 2025**.

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

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

**EMIELOU E. GELLADO, Ed. D.**  
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 CGDH 1 (CHIRMO)/OIC-City Administrator  
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 Poblacion, Alaminos City, Pangasinan  
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[alaminoschrmorsp@gmail.com](mailto:alaminoschrmorsp@gmail.com)  
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**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

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