

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: CSC FO Western Pangasinan
Transaction No. WPFO-
Date and Time: DEC 03 2024
Received by: ROMEL RIVERA Specialist
Rema EMELOU E. GELLADO, Ed.D.
CGDH 1 (CHRMO)/OIC-City Administrator
Date: December 3, 2024

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 Assistant II (Clerk IV)	2024-084	8/1	18,481.00	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) First Level Eligibility	Integrity Resiliency Innovation Spirituality Excellence	Office of the Secretary to the Sangguniang Panlungsod
2	Administrative Officer III (Records Officer II)	2024-097	14/1	31,891.00	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	Integrity Resiliency Innovation Spirituality Excellence	Office of the Secretary to the Sangguniang Panlungsod
3	Local Legislative Staff Officer I	2024-113	11/1	25,661.00	Bachelor's degree relevant to the job	None required	None required	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 **December 18, 2024**.

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

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

EMELOU E. GELLADO, Ed. D.
CGDH 1 (CHRMO)/OIC-City Administrator
Poblacion, Alaminos City, Pangasinan
alaminoschrmorsp@gmail.com

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.