

Republic of the Philippines  
Province of Negros Occidental  
City of San Carlos  
**Request for Publication of Vacant Position**

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant position, which is authorized to be filled, at the LGU San Carlos City, Negros Occidental in the CSC website:

  
**Atty. MA. CHAT DELIMA-CORDERO**  
City Government Department Head I - OHRM  
LGU San Carlos, Negros Occidental  
Date: 11/17/2022

| No. | Position Title<br>(Parenthetical Title, if applicable) | Plantilla<br>Item No. | Salary/<br>Job/ Pay<br>Grade | Monthly<br>Salary | Qualification Standards                                                   |               |                                                            |                             |                               | Place of Assignment                                                |
|-----|--------------------------------------------------------|-----------------------|------------------------------|-------------------|---------------------------------------------------------------------------|---------------|------------------------------------------------------------|-----------------------------|-------------------------------|--------------------------------------------------------------------|
|     |                                                        |                       |                              |                   | Education                                                                 | Training      | Experience                                                 | Eligibility                 | Competency<br>(if applicable) |                                                                    |
| 1   | CITY TREASURER                                         | 1                     | 25                           | 95,749            | Bachelor's degree preferably in<br>Commerce, Public Administration or Law | None Required | 5 years experience in<br>treasury or accounting<br>service | 1st grade or its equivalent |                               | City Treasurer's Office, LGU San Carlos City,<br>Negros Occidental |

**Note: This position is open to all qualified applicants regardless of age, gender, sexual orientation and gender identity, civil status, disability, religion, ethnicity or political affiliation. 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 1, 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. Certified True Copy of Performance Rating in the last rating period;
3. Scanned/Photocopy of the Authenticated Certificate of eligibility or PRC license and ratings;
4. Scanned/Certified True Copies of Certificates of Training/Seminars;
5. Scanned/Certified True Copies of Certificates of Employment/Service Record and
6. Scanned/Certified True Copies of Transcript of Records.

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

**Atty. MA. CHAT DELIMA-CORDERO**

City Government Department Head I - OHRM

2/F OFFICE FOR HUMAN RESOURCE MANAGEMENT, CITY HALL,

FC LEDESMA AVENUE, SAN CARLOS CITY,

NEGROS OCCIDENTAL 6127

[ohrm.sancarlos@gmail.com](mailto:ohrm.sancarlos@gmail.com)

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