

Republic of the Philippines
City Government of Kidapawan
Request for Publication of Vacant Positions

KCITS ADMIN RECEIVED
DATE: 09-25-2018
BY: _____

CIVIL SERVICE COMMISSION RECEIVED
25 OCT 2018
3:40
Field Office-North Cotabato

To: CIVIL SERVICE COMMISSION (CSC)

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

Maria Magdalena C. Bernabe
MARIA MAGDALENA C. BERNABE
CHRMO
Date October 23, 2018

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 (if applicable)	
1	Security Guard I	30	3	10,723.00	High School Graduate	None Required	None Required	Security Guard License	Building Trust and Positive Working Relationships, Personal Credibility, Communication Skills, Customer Service Skills, Attention to details, Basic Rules of Engagement, Performance Stability	City Mayor's Office
2	Security Guard I	35	3	10,723.00	High School Graduate	None Required	None Required	Security Guard License	Building Trust and Positive Working Relationships, Personal Credibility, Communication Skills, Customer Service Skills, Attention to details, Basic Rules of Engagement, Performance Stability	City Mayor's Office
3	Security Guard I	36	3	10,723.00	High School Graduate	None Required	None Required	Security Guard License	Building Trust and Positive Working Relationships, Personal Credibility, Communication Skills, Customer Service Skills, Attention to details, Basic Rules of Engagement, Performance Stability	City Mayor's Office
4	Security Guard I	54	3	10,723.00	High School Graduate	None Required	None Required	Security Guard License	Building Trust and Positive Working Relationships, Personal Credibility, Communication Skills, Customer Service Skills, Attention to details, Basic Rules of Engagement, Performance Stability	City Mayor's 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 06, 2018

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 last rating period (if applicable)
3. Photocopy of certificate of eligibility/rating/license, and
4. Photocopy of Transcript of Records

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

Mania Magdalena C. Bernabe
City Human Resource Management Officer
De Mazenod Avenue, Poblacion, Kidapawan City
magdahrmo@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

EEMO RECEIVED
DATE: 10-25-18
TIME: 10:00
BY: *[Signature]*

CITY HUMAN RESOURCE MANAGEMENT OFFICER RECEIVED
DATE: 10-25-18
TIME: 10:04 AM

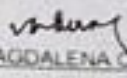
CITY HUMAN RESOURCE MANAGEMENT OFFICER RECEIVED
DATE: 10/25/18
TIME: 11:00
BY: *[Signature]*
KIDAPAWAN CITY
PROVINCE OF COTABATO

Notes: 1. In observance of Equal Opportunity Principle (EOP), vacant position is open to all applicants regardless of gender, civil status, disability, ethnicity, sex, and political affiliation
2. Applicants must be a resident of Kidapawan City.

Republic of the Philippines
City Government of Kidapawan
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

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


MARIA MAGDALENA C. BERNABE
CHRMO
Date October 23, 2018

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 (if applicable)	
5	Security Guard I	65	3	10,723.00	High School Graduate	None Required	None Required	Security Guard License	Building Trust and Positive Working Relationships, Personal Credibility, Communication Skills, Customer Service Skills, Attention to details, Basic Rules of Engagement, Performance Stability	City Mayor's Office
6	Security Guard I	68	3	10,723.00	High School Graduate	None Required	None Required	Security Guard License	Building Trust and Positive Working Relationships, Personal Credibility, Communication Skills, Customer Service Skills, Attention to details, Basic Rules of Engagement, Performance Stability	City Mayor's Office
7	Security Guard I	75	3	10,723.00	High School Graduate	None Required	None Required	Security Guard License	Building Trust and Positive Working Relationships, Personal Credibility, Communication Skills, Customer Service Skills, Attention to details, Basic Rules of Engagement, Performance Stability	City Mayor's 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 06, 2018.

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 last rating period (if applicable)
3. Photocopy of certificate of eligibility/rating/license, and
4. Photocopy of Transcript of Records.

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

Maria Magdalena C. Bernabe
City Human Resource Management Officer
De Mazerod Avenue, Poblacion, Kidapawan City
magdahrmo@yahoo.com

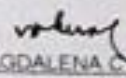
APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

- Notes:
1. In observance of Equal Opportunity Principle (EOP), vacant position is open to all applicants regardless of gender, civil status, disability, ethnicity, sex, and political affiliation.
 2. Applicants must be a resident of Kidapawan City.

Republic of the Philippines
City Government of Kidapawan
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

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


MARIA MAGDALENA C. BERNABE

CHRMO

Date October 23, 2018

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 (if applicable)	
8	Administrative Aide I (Utility Worker I)	124	1	9,459.00	Must be able to read and write	None Required	None Required	None Required		City Mayor's Office (Economic Management Enterprise)
9	Administrative Assistant I (Stenographic Reporter I)	206	7	13,729.00	Completion of two years studies in college	None Required	None Required	CS Subprofessional (First Level Eligibility)	Building Trust and Positive Working Relationships, Communication Skills, Computer and E-Literacy Skills, Customer Service Skills, Attention to details, Records Management, Shorthand Skills	Secretary to the Sangguniang Panlungsod Office
10	Administrative Aide VI (Stenographer II)	208	6	12,906.00	Completion of two years studies in college	None Required	None Required	CS Subprofessional (First Level Eligibility)	Building Trust and Positive Working Relationships, Communication Skills, Interpersonal Skills, Teamwork, Customer Service Skills, Computer and E-Literacy Skills, Records Management Skills, Shorthand Skills	Secretary to the Sangguniang Panlungsod Office
11	Legal Assistant I	213	10	16,846.00	BS Legal Management, AB Paralegal Studies, Law, Political Science or other Allied Courses	None Required	None Required	CS Professional (Second Level Eligibility)	Building Trust and Positive Working Relationships, Communication Skills, Interpersonal Skills, Teamwork, Customer Service Skills, Computer and E-Literacy Skills, Records Management Skills, Basic Law Skills	Secretary to the Sangguniang Panlungsod 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 06, 2018.

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 last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license, and
4. Photocopy of Transcript of Records

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

Maria Magdalena C. Bernabe
City Human Resource Management Officer
De Mazenod Avenue, Poblacion, Kidapawan City
magdahrmo@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

- Notes: 1. In observance of Equal Opportunity Principle (EOP), vacant position is open to all applicants regardless of gender, civil status, disability, ethnicity, sex, and political affiliation.
2. Applicants must be a resident of Kidapawan City.