



**Republic of the Philippines**  
**City Government of Puerto Princesa**  
**HUMAN RESOURCE MANAGEMENT OFFICE**  
*New City Hall, Sta. Monica, Puerto Princesa City 5300 Philippines*  
*Tel. Nos. (6348) 433-2766*



June 16, 2014

**ATTENTION**

**TO ALL APPLICANTS:**

**The deadline on submission of application letter for the following vacant positions listed below is on June 20, 2014.**

- I. OFFICE OF THE HUMAN RESOURCE MGT. OFFICER**
  - a. CG Dept. Head II (City Personnel Officer)
  
- II. OFFICE OF THE SECRETARY TO THE SANGGUNIANG PANLUNGSOD**
  - a. Supvg. Administrative Officer (Admin. Officer IV)
  - b. Board Secretary IV
  - c. Administrative Aide IV (Clerk II)
  - d. Administrative Assistant II (Data Entry Machine Operator II)

**Note:**

Interested applicants must submit the following requirements to the Office of the Human Resource Mgt. Officer:

- Application letter addressed to the City Mayor/City Vice Mayor (for item No. II)
- Personal Data Sheet or Resume with ID picture
- Photocopy of transcript of records
- Photocopy of certificate of eligibility (e.g Civil Service Eligibility, PRC License, etc.)
- Photocopy of certificate of employment and trainings/seminars relevant to the position desired

**LOURDES P. SALONGA**  
CG Asst. Department Head II  
(Asst. City Personnel Officer)  
Acting City Personnel Officer