

Republic of the Philippines
CGO BATANGAS CITY (CAPITAL)
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of CGO BATANGAS CITY (CAPITAL) in the CSC website:

BEVERLEY ROSE A. DIMACUHA

City Mayor

Date: _____

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Supervising Administrative Officer (Administrative Officer IV)	GS-3	SG-22	704604	Bachelor's Degree relevant to the job	16 hrs of relevant training	3 yrs of relevant experience	Career Service (Professional) Second Level Eligibility	n/a	Office of the General Services Officer
2	Administrative Aide IV (Mechanic I)	GS-59	SG-4	152088	High School Graduate or Completion of relevant vocational/Trade Course	None Required	None Required	Mechanic (MC 10, s. 13- Cat. II)	n/a	Office of the General Services Officer
3	Electrician General Foreman	GS-184	SG-11	242148	High School Graduate or Completion of relevant vocational/Trade Course	8 hours of relevant training	2 years of relevant experience	Electrician (Building Wiring) (-250 volts) (MC 10, s. 13 - Cat. II)	n/a	Office of the General Services Officer
4	City Government Assistant Department Head I (Assistant City Engineer)	EN-2	SG-23	787248	Bachelor's Degree in Civil Engineering	16 hours of relevant training	3 years experience in the practice of engineering	RA 1080 (Engineer)	n/a	Office of the City Engineer
5	City Government Department Head I (City Accountant)	AC-1	SG-25	989268	Bachelor's Degree in Commerce/Business Administration Major in Accounting	32 hours of training in management and supervision	5 years experience in the treasury or accounting service	RA 1080 (CPA)	n/a	Office of the City Accountant
6	Administrative Officer IV (Management & Audit Analyst II)	AC-4	SG-15	348120	Bachelor's Degree relevant to the job	4 hrs of relevant training	1 yr of relevant experience	Career Service (Professional) Second Level Eligibility	n/a	Office of the City Accountant
7	Administrative Assistant II (Bookkeeper I)	AC-27	SG-8	195384	Completion of two years studies in College	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	n/a	Office of the City Accountant
8	Administrative Officer II (Management & Audit Analyst I)	AC-51	SG-11	242148	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	n/a	Office of the City Accountant

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
9	City Government Assistant Department Head I (Assistant City Assessor)	AS-2	SG-23	787248	Bachelor's Degree preferably in Civil or Mechanical Engineering, Commerce, or any other related course	16 hours of relevant training	3 years of experience in real property assessment work or in any related field	RA 1080 (Real Estate Service)	n/a	Office of the City Assesor
10	(2) Local Assessment Operations Officer I	AS-15, 65	SG-11	242148	Bachelor's Degree	4 hrs of relevant training	1 yr of relevant experience	Career Service (Professional) Second Level Eligibility	n/a	Office of the City Assesor
11	Administrative Aide I	AS-72	SG-1	126120	Must be able to read and write	None Required	None Required	None Required	n/a	Office of the City Assesor
12	Social Welfare Officer III	SW-7	SG-18	457020	Bachelor's Degree (Social Worker)	8 hrs of relevant training	2 yrs of relevant experience	RA 1080 (Social Worker)	n/a	Office of the City Social Welfare & Development
13	Administrative Officer V (Records Officer III)	SW-13	SG-18	457020	Bachelor's Degree	8 hrs of relevant training	2 yrs of relevant experience	Career Service (Professional) Second Level Eligibility	n/a	Office of the City Social Welfare & Development
14	(2) Daycare Worker II	SW-62, 65	SG-6	172080	High School Graduate	4 hrs of relevant training	1 yr of relevant experience	None Required (MC 10, s. 13 - Cat. III)	n/a	Office of the City Social Welfare & Development
15	Community Affairs Officer II	MA-115	SG-15	348120	Bachelor's Degree	4 hrs of relevant training	1 yr of relevant experience	Career Service (Professional) Second Level Eligibility	n/a	Office of the City Mayor
16	Community Affairs Officer I	MA-116	SG-11	242148	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	n/a	Office of the City Mayor
17	Administrative Assistant II (Clerk IV)	MA-207	SG-8	195384	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	n/a	Office of the City Mayor
18	Information Systems Analyst II	MA-327	SG-16	381180	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	n/a	Office of the City Mayor
19	Instructor I	CLB-24	SG-12	265788	Bachelor's Degree in the area of specialization	None Required	None Required	PBET/TEACHER/ RA 1080	n/a	Colegio ng Lungsod ng Batangas
20	Administrative Aide IV (Clerk II)	AG-10	SG-4	152088	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	n/a	Office of the City Veterinary & Agricultural Services
21	Administrative Officer II (Administrative Officer I)	AG-22	SG-11	242148	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	n/a	Office of the City Veterinary & Agricultural Services
22	Agricultural Center Chief II	AG-28	SG-20	564444	Bachelor's degree relevant to the job	8 hrs of relevant training	2 yrs of relevant experience	Career Service (Professional) Second Level Eligibility	n/a	Office of the City Veterinary & Agricultural Services

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
23	Senior Home Management Specialist	AG-53	SG-22	704604	Bachelor's degree	8 hrs of relevant training	2 yrs of relevant experience	Career Service (Professional) Second Level Eligibility	n/a	Office of the City Veterinary & Agricultural Services
24	Administrative Aide VI (Clerk III)	FI-4	SG-6	172080	Completion of two years studies in College	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	n/a	Office of the City Prosecutor
25	Administrative Officer II	TR-10	SG-11	242148	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	n/a	Office of the City Treasurer
26	Revenue Collection Clerk II	TR-51	SG-7	183048	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	n/a	Office of the City Treasurer
27	(2) Revenue Collection Clerk I	TR-61, 87	SG-5	161772	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	n/a	Office of the City Treasurer
28	Local Revenue Collection Officer III	TR-64	SG-18	457020	Bachelor's Degree	8 hrs of relevant training	2 yrs of relevant experience	Career Service (Professional) Second Level Eligibility	n/a	Office of the City Treasurer

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 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 present position for one (1) year (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:

BEVERLEY ROSE A. DIMACUHA

City Mayor

P. Burgos St., Batangas City

hrmdo_batscitygovt@yahoo.com

EEOP STATEMENT

This office highly encourage all interested and qualified applicants including physically challenged people, members of Indigenous Communities, and those from any Sexual Orientation and Gender Identities (SOGI).

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	