

Republic of the Philippines
CGO BATANGAS CITY (CAPITAL)
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 CGO BATANGAS CITY (CAPITAL) in the CSC website:

AUREA R. CASTILLO
HRMO

Date: _____

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	ADMINISTRATIVE AIDE I (CRAFTS & TRADES HELPER)	CLB-63	1	11068	Must be able to read and write	None Required	None Required	None Required (MC 10, s.13-Cat.III)	n/a	Colegio ng Lungsod ng Batangas
2	REVENUE COLLECTION CLERK I	MK-35	5	14007	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	n/a	Office of the City Market Administrator
3	TAX MAPPER IV	AS-23	22	65319	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	n/a	Office of the City Assesor
4	ADMINISTRATIVE OFFICER II (ADMINISTRATIVE OFFICER I)	MA-68	11	20754	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	n/a	Office Of the City Mayor
5	ADMINISTRATIVE AIDE VI (CLERK III)	MA-289	6	14847	Completion of two years studies in College	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	n/a	Office Of the City Mayor
6	LICENSE INSPECTOR I	MA-100	6	14847	Completion of two years studies in College	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	n/a	Office Of the City Mayor
7	ADMINISTRATIVE AIDE I (CRAFTS & TRADES HELPER)	MA-107	1	11068	Must be able to read and write	None Required	None Required	None Required (MC 10, s.13-Cat.III)	n/a	Office Of the City Mayor
8	ADMINISTRATIVE AIDE III (UTILITY WORKER II)	MA-161	3	12466	Must be able to read and write	None Required	None Required	None Required (MC 10, s.13-Cat.III)	n/a	Office Of the City Mayor
9	ADMINISTRATIVE AIDE IV (BOOKBINDER II)	MA-101	4	13214	Elementary School Graduate	None Required	None Required	None Required (MC 10, s.13-Cat.III)	n/a	Office Of the City Mayor
10	LOCAL REVENUE COLLECTION OFFICER IV	TR-63	22	65319	Bachelor's Degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	n/a	Office of the City Treasurer

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)	
11	LOCAL REVENUE COLLECTION OFFICER II	TR-65	15	30531	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	n/a	Office of the City Treasurer
12	ADMINISTRATIVE ASSISTANT I	TR-16	7	15738	Completion of two years studies in College or High School Graduate with relevant vocational/trade course	None Required	None Required	Relevant MC 10 s. 2013/Career Service (Subprofessional) First Level Eligibility	n/a	Office of the City Treasurer
13	ADMINISTRATIVE AIDE VI (CLERK III)	TR-17	6	14847	Completion of two years studies in College	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	n/a	Office of the City Treasurer
14	VETERINARIAN III	AG-62	19	45269	Doctor of Veterinary Medicine	8 hours of relevant training	2 years of relevant experience	RA 1080 (Veterinarian)	n/a	Office of the City Veterinary & Agricultural Services
15	LIVESTOCK INSPECTOR I	AG-76	6	14847	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
16	MEAT INSPECTOR I	AG-74	6	14847	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
17	ADMINISTRATIVE AIDE III (CLERK I)	AG-11	3	12466	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

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 May 02, 2019.

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:

AUREA R. CASTILLO

City Govt. Asst. Dept. Head I

P. Burgos St., Batangas City

hmrdo_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 (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)	