

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	Market Supervisor IV	MK-3	22	65319	Bachelor's Degree	16 hrs of relevant training	3 yrs of relevant experience	Career Service (Professional) Second Level Eligibility	n/a	Office of the City Market Administrator
2	(2 ) Market Supervisor II	MK-6, 7	14	27755	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 Market Administrator
3	Revenue Collection Clerk I	MK-42	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
4	Metro Aide II	MK-111	4	13214	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 Market Administrator
5	Administrative Aide II	BU-28	2	11761	Elementary School Graduate	None Required	None Required	None Required (MC 10, s.13-Cat.III)	n/a	Office of the City Budget Officer
6	Legal Assistant I	LE-19	10	19233	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	n/a	Office of the City Legal Officer
7	Day Care Worker I	SW-66	6	14847	High School Graduate	None Required	None Required	None Required (MC 10, s.13-Cat.III)	n/a	Office of the City Social Welfare and Development
8	Administrative Officer II (Management & Audit Analyst I)	AC-24	11	20754	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	n/a	Office of the City Accountant
9	Administrative Officer IV (Administrative Officer II)	AG-6	15	30531	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 Veterinary & Agricultural Services
10	Administrative Officer IV (Administrative Officer II)	EN-5	15	30531	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 Engineer

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11	Engineer I	EN-29	12	22938	Bachelor's degree in Engineer relevant to the job	None Required	None Required	RA 1080 (Engineer)	n/a	Office of the City Engineer
12	Administrative Aide III (Clerk I)	EN-90	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 Engineer
13	Administrative Aide VI (Clerk III)	EN-95	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 Engineer
14	Well Driller I	EN-120	3	12466	Elementary School Graduate	None Required	None Required	Well Driller (MC 10, s. 13 - Cat. II)	n/a	Office of the City Engineer
15	Engineering Assistant	EN-128	8	16758	Completion of two years studies in college	4 hrs of relevant training	1 yr of relevant experience	Career Service (Subprofessional) First Level Eligibility	n/a	Office of the City Engineer
16	Construction & Maintenance Man	EN-157	2	11761	Elementary School Graduate	None Required	None Required	None Required (MC 10, s. 13 - Cat. III)	n/a	Office of the City Engineer
17	Administrative Assistant II (Clerk IV)	EN-50	8	16758	Completion of two years studies in college	4 hrs of relevant training	1 yr of relevant experience	Career Service (Subprofessional) First Level Eligibility	n/a	Office of the City Engineer
18	Administrative Aide III (Clerk I)	HE-24	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 Health Officer
19	Midwife II	HE-132	11	20754	Completion of Midwifery Course	4 hrs of relevant training	1 yr of relevant experience	RA 1080	n/a	Office of the City Health Officer
20	Sanitation Inspector I	HE-143	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 Health Officer
21	Population Program Officer II	HE-185	15	30531	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 Health Officer
22	Population Program Officer I	HE-186	11	20754	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	n/a	Office of the City Health Officer
23	Administrative Aide I (Crafts & Trades Helper)	MA-55	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

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24	Administrative Aide III	MA-199	3	12466	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	n/a	Office Of the City Mayor
25	(2) Administrative Aide VI (Clerk III)	CR-27, 29	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 Civil Registrar
26	Administrative Aide III (Clerk I)	GS-10	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 General Services Officer
27	Public Services Officer II	GS-65	15	30531	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 General Services Officer
28	(2) Administrative Aide I (Crafts & Trades Helper)	GS-171, 172	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 General Services Officer
29	Administrative Aide I (Utility Worker I)	GS-207	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 General Services Officer
30	College Department Head (Education)	CLB-3	20	51155	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	Colegio ng Lungsod ng Batangas

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 28, 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](http://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**  


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**City Govt. Asst. Dept. Head I**  


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P. Burgos St., Batangas City  


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[hrmdo\\_batscitygovt@yahoo.com](mailto: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.**

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