

**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	(2) Local Assessment Operations Officer I	AS-15, 65	20	51,155	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
2	Administrative Aide I	AS-72	1	11068	Must be able to read and write	None Required	None Required	None Required	n/a	Office of the City Assesor
3	Social Welfare Officer III	SW-7	18	40637	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
4	Social Welfare Assistant	SW-16	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 Social Welfare & Development
5	Administrative Aide IV (Metro Aide II)	MA-44	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 Mayor
6	Community Affairs Officer II	MA-115	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 Mayor
7	Community Affairs Officer I	MA-116	11	20754	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	n/a	Office of the City Mayor

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8	Supervising Transportation Regulation Officer	MA-167	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 Mayor
9	Information Systems Analyst II	MA-330	16	33584	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
10	(2) Instructor I	CLB-24, 35	12	22938	Bachelor's Degree in the area of specialization	None Required	None Required	PBET/TEACHER/ RA 1080	n/a	Colegio ng Lungsod ng Batangas
11	Administrative Aide IV (Clerk II)	AG-10	4	13214	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
12	Agricultural Center Chief II	AG-28	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	Office of the City Veterinary & Agricultural Services
13	Senior Home Management Specialist	AG-53	22	65319	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
14	Administrative Aide VI (Clerk III)	FI-3	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 Prosecutor
15	(2) Revenue Collection Clerk I	TR-61, 90	7	14007	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	n/a	Office of the City Treasurer
16	Revenue Collection Clerk II	TR-81	6	15738	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	n/a	Office of the City Treasurer
17	Midwife IV	HE-77	15	30531	Completion of Midwifery Course	16 hrs of relevant training	3 yrs of relevant experience	RA 1080 (Midwife)	n/a	Office of the City Health Officer

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18	Midwife II	HE-94	11	20754	Completion of Midwifery Course	4 hrs of relevant training	1 yr of relevant experience	RA 1080 (Midwife)	n/a	Office of the City Health Officer
19	Administrative Aide III (Clerk I)	PL-12	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 Planning & Development Coordinator

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 February 05, 2020.

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  
City Govt. Asst. Dept. Head I  
P. Burgos St., Batangas City  
[hcmdo\\_batscitygovt@yahoo.com](mailto:hcmdo_batscitygovt@yahoo.com)

**EEOP STATEMENT**

This office highly encourages 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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