

**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	Supervising Administrative Officer (Administrative Officer IV)	GS-3	22	65319	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	4	13214	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	Administrative Aide III (Driver I)	GS-105	3	12466	Elementary School Graduate	None Required	None Required	Driver License (MC 10, s. 13 - Cat. III)	n/a	Office of the General Services Officer
4	Electrician General Foreman	GS-184	11	20754	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
5	Heavy Equipment Operator I	EN-109	4	13214	High School Graduate or Completion of relevant vocational/Trade Course	None Required	None Required	Heavy Equipment Operator (MC 10, s. 13 - Cat. II)	n/a	Office of the City Engineer
6	Welder I	EN-113	4	13214	Elementary School Graduate	None Required	None Required	Welder (MC 10, s. 13- Cat. II)	n/a	Office of the City Engineer
7	Well Driller I	EN-126	3	12466	Elementary School Graduate	None Required	None Required	None Required (MC 10, s. 13- Cat. II)	n/a	Office of the City Engineer
8	Carpenter Foreman	EN-136	8	16758	High School Graduate or Completion of relevant vocational/Trade Course	4 hours of relevant training	1 year of relevant experience	Carpenter (MC 10, s. 13- Cat. II)	n/a	Office of the City Engineer
9	Administrative Officer IV (Management & Audit Analyst II)	AC-4	15	30531	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
10	Administrative Assistant II (Bookkeeper I)	AC-27	8	16758	Completion of two years studies in College	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	n/a	Office of the City Accountant

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11	Administrative Officer II (Management & Audit Analyst I)	AC-51	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
12	(2) Local Assessment Operations Officer I	AS-15, 65	11	20754	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
13	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
14	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
15	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
16	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
17	Information Systems Analyst II	MA-327	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
18	(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
19	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
20	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
21	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
22	Administrative Aide VI (Clerk III)	FI-4	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
23	(2) Revenue Collection Clerk I	TR-61, 87	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 Treasurer
24	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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25	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
26	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
27	Teacher I	LSB-SEF3 2000	11	20754	Bachelor's degree in elementary education (BSEED) or its equivalent	None Required	None Required	PBET / Teacher / RA 1080	n/a	Local School Board

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 August 19, 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
hrrmdo_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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