

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 (Accountant IV)	AC-34	22	65319	Bachelor's Degree in Commerce/Business Administration Major in Accounting	16 hrs of relevant training	3 yrs of relevant experience	RA 1080 (CPA)	n/a	Office of the City Accountant
2	Administrative Aide VI (Accounting Clerk II)	AC-56	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 Accountant
3	College Department Head (Information Computer Technology)	CLB-5	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
4	Guidance Counselor III	CLB-9	13	25232	Bachelor's degree in Guidance and Counseling or in any allied discipline	None Required	None Required	RA 1080 (Guidance Counselor)	n/a	Colegio ng Lungsod ng Batangas
5	Instructor I	CLB-37	12	22938	Bachelor's degree in the area of specialization	None Required	None Required	None required RA 1080 (For courses requiring BAR or BOARD eligibility)	n/a	Colegio ng Lungsod ng Batangas
6	Senior Administrative Assistant I (Data Controller IV)	ENRO-6	13	25232	Completion of two years studies in College or High School Graduate with relevant vocational/trade course	16 hrs of relevant training	3 yrs of relevant experience	Career Service (Subprofessional) First Level Eligibility	n/a	Office of the City Environment and Natural Resources
7	(2) Environmental Management Specialist I	ENRO-7,8	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 Environment and Natural Resources

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8	Administrative Assistant II	ENRO-10	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 Environment and Natural Resources
9	Engineering Assistant	ENRO-15	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 Environment and Natural Resources
10	(2) Medical Officer IV (Medical Officer V)	HE-44, 45	23	73811	Doctor of Medicine	4 hrs of relevant training	1 yr of relevant experience	RA 1080	n/a	Office of the City Health Officer
11	(6) Midwife II	HE-124, 126, 127, 133, 134, 135	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
12	Administrative Aide II	HE-30	2	11761	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 Health Officer
13	City Government Assistant Department Head I (Assistant Legal Officer)	LE-2	23	73811	Bachelor of Laws	16 hrs of relevant training	3 yrs of relevant experience	RA 1080 (BAR)	n/a	Office of the City Legal Officer
14	Revenue Collection Clerk I	MK-32	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
15	Revenue Collection Clerk III	MK-12	9	17975	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 Market Administrator
16	Administrative Aide IV (Driver II)	MA-21	4	13214	Elementary School Graduate	None Required	None Required	Driver License (MC 10, s. 13 - Cat. III)	n/a	Office of the City Mayor
17	Administrative Officer IV (Information Officer II)	MA-149	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
18	Supervising Tourism Operations Officer	MA-196	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 Mayor
19	Security Officer II	MA-204	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 Mayor

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20	Administrative Assistant V (Data Entry Machine Operator III)	MA-206	11	20754	Completion of two years studies in College or High School Graduate with relevant vocational/trade course	8 hrs of relevant training	2 yrs of relevant experience	Career Service (Subprofessional) First Level Eligibility	n/a	Office of the City Mayor
21	Administrative Officer IV	MA-281	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
22	(2) Lifeguard	MA-317, 318	3	12466	Elementary School Graduate	None Required	None Required	None Required (MC 10, s. 13 - Cat. III)	n/a	Office of the City Mayor
23	Information Systems Researcher I	MA-330	10	19233	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	n/a	Office of the City Mayor
24	Attorney IV	FI-1	23	73811	Bachelor of Laws	8 hrs of relevant training	2 yrs of relevant experience	RA 1080 (BAR)	n/a	Office of the City Prosecutor
25	Draftsman	AS-33	6	14847	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 Draftman or Illustrator (MC 10, s. 13 - Cat. II)	n/a	Office of the City Assessor

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 June 03, 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

hcmdo_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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