

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 VI (Labor Foreman)	MK-66	6	14847	High School Graduate	None Required	None Required	None required (MC 10. s.13, cat III)	n/a	Office of the City Market Administrator
2	ASSISTANT PROFESSOR IV	CLB-13	18	40637	Relevant Masteral degree	8 hours of relevant training	2 years of relevant experience	PBET/TEACHER/ RA 1080	n/a	Colegio ng Lungsod ng Batangas
3	ASSISTANT PROFESSOR III	CLB-14	17	36942	Relevant Masteral degree	4 hours of relevant training	1 year of relevant experience	PBET/TEACHER/ RA 1080	n/a	Colegio ng Lungsod ng Batangas
4	ASSISTANT PROFESSOR II	CLB-15	16	33584	Relevant Masteral degree	4 hours of relevant training	1 year of relevant experience	PBET/TEACHER/ RA 1080	n/a	Colegio ng Lungsod ng Batangas
5	Instructor I	CLB-29	SG-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
6	Administrative Officer II (Human Resource Management Officer I)	CLB-44	11	20754	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	n/a	Colegio ng Lungsod ng Batangas
7	ADMINISTRATIVE AIDE II (BOOKBINDER I)	CLB-51	2	11761	Elementary School graduate	None required	None required	None required (MC 10. s.13, cat III)	n/a	Colegio ng Lungsod ng Batangas
8	Administrative Aide I (Utility Worker I)	GS-143	SG-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 General Services Officer
9	Administrative Aide I (Utility Worker I)	MA-53	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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10	Administrative Aide VI (Clerk III)	MA-208	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
11	(3) Security Guard I	MA-233, 234, 243	3	12466	High School Graduate	None Required	None Required	Security Guard License (MC 10, s. 13 - Cat. IV)	n/a	Office of the City Mayor
12	Security Guard I	MA-236	SG-3	12466	High School Graduate	None Required	None Required	Security Guard License (MC 10, s. 13 - Cat. IV)	n/a	Office of the City Mayor
13	Information Systems Analyst I	MA-329	SG-12	22938	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	n/a	Office of the City Mayor
14	ADMINISTRATIVE AIDE II	MA-333	2	11761	Elementary School graduate	None required	None required	None required (MC 10. s.13, cat III)	n/a	Office of the City Mayor
15	Administrative Officer V (Records Officer III)	SW-13	18	40637	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	n/a	Office of the City Social Welfare and Development
16	Daycare Worker II	SW-19	SG-8	16758	High School Graduate	4 hrs of relevant training	1 yr of relevant experience	None required (MC 10. s.13, cat III)	n/a	Office of the City Social Welfare and Development
17	Teacher I	LSB-SEF1 2000	SG-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
18	City Government Assistant Department Head I (Assistant City Engineer)	EN-2	23	73811	Bachelor's Degree in Civil Engineering	16 hours of relevant training	3 years experience in the practice of engineering	RA 1080 (Engineer)	n/a	Office of the City Engineer
19	DRAFTSMAN II	EN-36	8	16758	Completion of two years studies in College or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility Draftman or Illustrator (MC 10, s. 13 - Cat. II)	n/a	Office of the City Engineer
20	Medical Officer IV (MO V)	HE-42	23	73811	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080 (Physician)	n/a	Office of the City Health Officer
21	Administrative Aide II (Reproduction Machine Operator I)	LE-13	2	11761	Elementary School Graduate	None Required	None Required	None Required (MC 10, s. 13 - Cat. III)	n/a	Office of the City Legal Officer

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22	City Government Department Head I (City Accountant)	AC-1	25	95083	Bachelor's Degree in Commerce/Business Administration Major in Accounting	32 hours of training in management and supervision	5 years experience in the treasury or accounting service	RA 1080 (CPA)	n/a	Office of the City Accountant
23	Local Revenue Collection Officer I	TR-67	11	20754	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	n/a	Office of the City Treasurer

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 October 18, 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

hmdo_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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