

Republic of the Philippines
CGO BATANGAS CITY (CAPITAL)
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of CGO BATANGAS CITY (CAPITAL) in the CSC website:

BEVERLEY ROSE A. DIMACUHA

City Mayor

Date: _____

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Supervising Administrative Officer (Accountant IV)	AC-34	SG-22	704604	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	SG-6	172080	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	SG-20	564444	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	SG-13	290688	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	SG-12	265788	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	SG-13	290688	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	SG-11	242148	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
8	Administrative Assistant II	ENRO-10	SG-8	195384	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	SG-8	195384	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	(5) Medical Officer IV (Medical Officer V)	HE-30, 33, 40,41, 42	SG-23	787248	Doctor of Medicine	4 hrs of relevant training	1 yr of relevant experience	RA 1080	n/a	Office of the City Health Officer

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11	(6) Midwife II	HE-121, 123, 124, 130, 131, 132	SG-11	242148	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	City Government Assistant Department Head I (Assistant Legal Officer)	LE-2	SG-23	787248	Bachelor of Laws	16 hrs of relevant training	3 yrs of relevant experience	RA 1080 (BAR)	n/a	Office of the City Legal Officer
13	Administrative Assistant II (Clerk IV)	LE-8	SG-8	195384	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 Legal Officer
14	Attorney III	LE-16	SG-21	630648	Bachelor of Laws	4 hrs of relevant training	1 yr of relevant experience	RA 1080 (BAR)	n/a	Office of the City Legal Officer
15	Revenue Collection Clerk I	MK-32	SG-5	161772	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
16	Administrative Aide IV (Driver II)	MA-21	SG-4	152088	Elementary School Graduate	None Required	None Required	Driver License (MC 10, s. 13 - Cat. III)	n/a	Office of the City Mayor
17	Licensing Officer I	MA-93	SG-11	242148	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	n/a	Office of the City Mayor
18	Administrative Officer IV (Information Officer II)	MA-149	SG-15	348120	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
19	Supervising Tourism Operations Officer	MA-196	SG-22	704604	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
20	Security Officer II	MA-204	SG-15	348120	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
21	Administrative Assistant V (Data Entry Machine Operator III)	MA-206	SG-11	242148	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
22	Security Guard II	MA-220	SG-5	161772	High School Graduate	None Required	None Required	Security Guard License (MC 10, s. 2013 - Cat. IV)	n/a	Office of the City Mayor
23	Administrative Officer IV	MA-281	SG-15	348120	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
24	(2) Lifeguard	MA-317, 318	SG-3	142968	Elementary School Graduate	None Required	None Required	None Required (MC 10, s. 13 - Cat. III)	n/a	Office of the City Mayor
25	Information Systems Researcher I	MA-330	SG-10	224616	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	n/a	Office of the City Mayor
26	Administrative Aide III (Clerk I)	PL-9	SG-3	142968	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

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27	Attorney IV	FI-1	SG-23	787248	Bachelor of Laws	8 hrs of relevant training	2 yrs of relevant experience	RA 1080 (BAR)	n/a	Office of the City Prosecutor

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 5, 2018.

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 present position for one (1) year (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:

BEVERLEY ROSE A. DIMACUHA

City Mayor

P. Burgos St., Batangas City

hmrdo_batscitygovt@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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