

Republic of the Philippines
CGO SAN PABLO, LAGUNA
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 SAN PABLO, LAGUNA in the CSC website:

ELSA M. BARCELONA

HRMO

Date: December 18, 2023

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	
1	Administrative Aide VI (Clerk III)	0014	6	17,553.00	Completion of two years studies in college	None required	None required	Career Service- Sub-Professional/1st level Eligibility	City Mayor's Office
2	Administrative Aide IV (Driver II)	26	4	15,586.00	Elementary School Graduate	None required	None required	Driver's License	City Mayor's Office
3	Psychologist I	1395	11	27,000.00	Master degree in Psychology	None required	None required	RA No. 10029 (Psychologist)	City Mayor's Office- Rehabilitation Center
4	Administrative Aide III (Clerk I)	130	3	14,678.00	Completion of two years studies in college	None required	None required	Career Service- Sub-Professional/1st level Eligibility	Sangguniang Panlungsod
5	Administrative Aide III (Utility Worker II)	100	3	14,678.00	Must be able to read & write	None required	None required	None required	Sangguniang Panlungsod
6	Administrative Aide III (Utility Worker II)	106	3	14,678.00	Must be able to read & write	None required	None required	None required	Sangguniang Panlungsod
7	Economic Researcher	163	9	21,211.00	Bachelor's degree relevant to the job	None required	None required	Career Service - Professional/2nd Level Eligibility	City Planning & Development Coordinator Office
8	Administrative Officer 1 (Supply Officer I)	212	10	23,176.00	Bachelor's degree relevant to the job	None required	None required	Career Service - Professional/2nd Level Eligibility	City General Services Office

9	Supervising Administrative Officer (Budget Officer IV)	418	22	71,511.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service-Professional/2nd Level Eligibility	City Budget Office
10	Administrative Officer II (Management & Audit Analyst I)	443	11	27,000.00	Bachelor's degree relevant to the job	None required	None required	Career Service-Professional/2nd Level Eligibility	City Accountant Office
11	Administrative Officer II	454	11	27,000.00	Bachelor's degree	None required	None Required	Career Service-Professional/2nd Level Eligibility	City Treasurer's Office
12	Administrative Assistant III (Senior Bookkeeper)	1437	9	21,211.00	Completion of Two years studies in college	4 hours of relevant training	1 hours of relevant experience	Career Service - Sub Professional/1st level Eligibility	City Treasurer's Office
13	Administrative Aide VI (Clerk III)	494	6	17,553.00	Completion of Two years studies in college	None required	None Required	Career Service - Sub Professional/1st level Eligibility	City Treasurer's Office
14	Draftsman II	510	8	19,744.00	Completion of two years studies in college or high School Graduate	4 hours of relevant training	1 year of relevant experience	Career Service-Sub Professional, Draftsman/Illustrator(MC. 11,s96-Cat. I/1st Level Eligibility	City Assessor's Office
15	Dentist III	561	20	57,347.00	Doctor of Dental Medicine or Dental Surgery	8 hours of relevant training	2 years of relevant experience	RA 1080	City Health Office
16	Midwife III	590	13	31,320.00	Graduate Midwife & Bachelor of Science in Community Health Service & Other Social Sciences course	8 hours of relevant training	2 years of relevant experience	RA 1080	City Health Office
17	Administrative Assistant III (Mechanic III)	931	9	21,211.00	High School Graduate or Completion of relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Mechanic (MC 11,s.96-Cat. I)	City Solid Waste Management Office
18	Administrative Assistant III (Electrician Foreman)	807	9	21,211.00	High School Graduate or Completion of relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Electrician/Building Wiring(MC 11,s.96-Cat. I	City Treasurer's Office-Market Division
19	Associate Professor IV (As per MC 19,s.2005 & MC 22,s.2016)	843	22	71,511.00	Masteral + 24 units doctorate	35 hours of relevant training	6 years of relevant experience + VS Performance Rating	None required; RA 1080 (for courses requiring BAR or BOARD Eligibility)	Pamantasan ng Lunsod ng San Pablo
20	Associate Professor IV (As per MC 19,s.2005 & MC 22,s.2016)	844	22	71,511.00	Masteral + 24 units doctorate	35 hours of relevant training	6 years of relevant experience + VS Performance Rating	None required; RA 1080 (for courses requiring BAR or BOARD Eligibility)	Pamantasan ng Lunsod ng San Pablo

21	Nurse V	1084	20	57,347.00	Bachelor of Science in Nursing	8 hours of relevant training	2 years of relevant experience	RA 1080	Pamantasan ng Lunsod ng San Pablo
22	Instructor II As per CSC MC 19,s.2005 & MC 22,2016	861	13	31,320.00	Masteral degree in the area of specialization or its allied/related field	4 hours of relevant training	1 year of relevant experience	None required; RA 1080 (for courses requiring BAR or BOARD Eligibility)	Pamantasan ng Lunsod ng San Pablo
23	Instructor II As per CSC MC 19,s.2005 & MC 22,2016	865	13	31,320.00	Masteral degree in the area of specialization or its allied/related field	4 hours of relevant training	1 year of relevant experience	None required; RA 1080 (for courses requiring BAR or BOARD Eligibility)	Pamantasan ng Lunsod ng San Pablo
24	Instructor I As per CSC MC 19,s.2005 & MC 22,2016	883	12	29,165.00	Masteral degree in the area of specialization or its allied/related field	None Required	None Required	None required; RA 1080 (for courses requiring BAR or BOARD Eligibility)	Pamantasan ng Lunsod ng San Pablo
25	Administrative Assistant II (Public Relation Assistant)	1076	8	19,744.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service-Sub-Professional/1st Level Eligibility	San Pablo City General Hospital
26	Social Welfare Officer I	1447	11	27,000.00	Bachelor's degree in Social Work	None required	None Required	Ra 1080 (Social Worker)	San Pablo City General Hospital
27	Heavy Equipment Operator II	758	6	17,553.00	High School Graduate or Completion of relevant vocational/trade course	None required	None Required	Heavy Equipment Operator (MC 11,s.96-Cat. I)	City Engineer's Office
28	Environmental Management Specialist I	714	11	27,000.00	bachelor's degree relevant to the job	None required	None Required	Career Service-Professional/2nd Level Eligibility	City Environment & Natural Resources Office
29	Agricultural Technologist	692	10	23,176.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology & Veterinary	None required	None Required	Relevant RA 1080	City Environment & Natural Resources Office
30	Medical Technologist I	1486	11	27,000.00	Bachelor's degree in Medical Technologist or bachelor of Science in Public Health	None required	None Required	RA 1080	San Pablo City General Hospital
31	Revenue Collection Clerk II	1176	7	18,620.00	Completion of two years studies in college	None required	None Required	Career Service - Sub-Professional/1st level Eligibility	City Treasurer's Office - Market Division
32	Meat Inspector II	706	8	19,744.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service-Sub Professional/1st Level Eligibility	City Veterinary Office
33	Administrative Aide IV (Driver II)	943	4	15,586.00	Elementary School Graduate	None required	None Required	Driver's License	City Treasurer's Office
34	Heavy Equipment Operator I	702	4	15,586.00	High School Graduate or Completion of relevant vocational/trade course	None required	None Required	Heavy Equipment Operator (MC 11,s.96-Cat. I)	City Agriculturist Office

35	Heavy Equipment Operator II	934	6	17,553.00	High School Graduate or Completion of relevant vocational/trade course	None required	None Required	Heavy Equipment Operator (MC 11,s.96-Cat. I)	City Building Official
36	Medical Officer IV	1086	23	80,003.00	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080	San Pablo City General Hospital

All applicants/candidates have equal opportunity for employment, free from any discrimination during the selection process regardless of age, gender, status.

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 January 2,2024

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:

AILEEN D. BOMBIO

Human Resource Management Offr. II

Trece Martirez St, Brgy V-A, City Hall Comp.

San Pablo City, Laguna

hr.spc@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Important things to remember before accomplishing the form:

1. Rows 1 to 17 of the Sheet1 must remain intact and NO row insertions are allowed.
2. Do not rename the label of the sheet tabs ("Sheet1", "Sheet2", and "Instructions").
3. Do not delete any of the sheets.
4. Do not delete the first row of Sheet2. This will serve as the column headers of the data.
5. Do not make changes in the column headers of Sheet2.
6. Do not remove the "Generate Sheet2" command button in Sheet1. This will be used in capturing the data from Sheet1 to Sheet2. The command button is not printable.
7. You may insert as many rows as required from row 18 to list down all the job vacancies. But, make sure that an empty row is in-between the last item of the list and the row containing the "Interested..." statement.
8. The statement following the list of the job vacancies, which contains the words "not later than..." must strictly follow this format: "Interested... not later than <space> <closing date> (e.g. December 29, 2019)". Space in-between the words "not later than" and the closing date is very much critical. Closing date must be in this pattern: Month DD, YYYY
9. Merged cells should NOT be unmerged.
10. Do not enter multiple positions in one (1) row. Each row corresponds to ONLY one position.
11. For the Salary Grade, please do not include the acronym "SG", enter the SG number ONLY.
12. For the Monthly Salary, do not put any characters other than numbers (e.g. peso sign and comma).

How to accomplish the form:

1. In row 4, select the name of the agency from the dropdown list. The name of the agency that you selected is automatically inserted in row 9. Thus, NO need to make changes in row 9.
2. Fill in the "HRMO" in row 11 and the "Date" of request in row 14.
3. From row 18, enter the list of job vacancies following the column headers. One position per row.
4. Make necessary changes in the closing date. It is found in the statement containing the "Interested..." and "not later than" words. Please take note of the No. 8 reminder above.
5. Accomplish the four (4) rows below the statement "QUALIFIED APPLICANTS..." accordingly:
 - 1st row: name of the designated person to whom the documents must be sent;
 - 2nd row: Position of the designated person;
 - 3rd row: Address of the Agency; and
 - 4th row: Agency's email address.
6. Insert rows for the list of job vacancies, if needed. Delete unused rows in the list.

After accomplishing the form:

When all entries are done and no revisions are needed, that is the only time to click the "Generate Sheet2" command button. This will execute the VBA code that will generate the data to be uploaded in the CSC Job Portal database.

After the command button has been clicked, select Sheet2 and check if the correct data has been captured. Having Sheet2 as the active sheet, save the file as a CSV file (Comma Delimited). This CSV file will then be uploaded to the Job Portal database.