

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: February 8, 2024

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	Licensing Officer I	40	11	27,000.00	Bachelor's degree	None required	None required	Career Service-Professional/2nd Level Eligibility	City Mayor's Office-Business Permit & Licensing Office
2	Administrative Officer II	150	11	27,000.00	Bachelor's degree	None required	None required	Career Service-Professional/2nd Level Eligibility	City Human Resource Management Office
3	Local Revenue Collection Officer II	484	15	36,619.00	Bachelor's degree	4 hours of relevant training	1 year of relevant training	Career Service-Professional/2nd Level Eligibility	City Treasurer's Office
4	Nursing Attendant I	1160	4	15,586.00	Elementary School Graduate	None required	None required	None required	City Disaster Risk Reduction Management Office
5	Administrative Assistant I (Bookbinder III)	1241	7	18,620.00	Elementary School Graduate	None required	None required	None required	Pamantasan ng Lunsod ng San Pablo
6	Board Secretary III	57	20	57,347.00	Bachelor' degree	8 hours of relevant training	2 years of relevant experience	Career Service-Professional/2nd Level Eligibility	Sangguniang Panlungso
7	Board Secretary II	58	17	43,030.00	Bachelor's degree	4 hours of relevant training	1 year of relevant training	Career Service-Professional/2nd Level Eligibility	Sangguniang Panlungsod
8	Board Secretary I	59	14	33,843.00	Bachelor's degree	4 hours of relevant training	1 year of relevant training	Career Service-Professional/2nd Level Eligibility	Sangguniang Panlungsod
9	Adminsitartive Aide IV (Driver II)	703	4	15,586.00	Elementary School Graduate	None required	None required	Driver's License	City Agriculturist Office
10	Laboratory Technician II	1384	8	19,744.00	Completion of two years studeis in college	4 hours of relevant training	1 year of relevant training	Career Service-Sub Professional/1st Level Eligibility/ Laboratory Technician	City General Hospital
11	Administrative Aide I (Utility Worker I)	55	1	13,000.00	Must be able to reas & write	None required	None required	None required	Sangguniang Panlungsod

12	Medical Technologist I	1164	11	27,000.00	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	None required	None required	RA 1080	City General Hospital
13	City Government Department Head I	146	25	102,690.00	Bachelor's degree	32 hours of training in management & supervision	5 years in position/s involving management & supervision	Career Service-Professional/2nd Level Eligibility	City Human Resource Management Office
14	City Government Department Head I	813	25	102,690.00	Bachelor's degree	32 hours of training in management & supervision	5 years in position/s involving management & supervision	Career Service-Professional/2nd Level Eligibility	City Building Official
15	Population Program Worker II	665	7	18,620.00	Completion of two years studies in college	None required	None required	Career Service-Sub Professional/1st Level Eligibility	City population Office
16	Administrative Aide III (Driver I)	766	3	14,678.00	Elementary School Graduate	None required	None required	Driver's License	City Engineer's Office
17	Medical Officer III	554	21	63,997.00	Doctor of Medicine	4 hours of relevant training	1 year of relevant training	RA 1080	City Health Office
18	Administrative Assistant VI (Computer Operator III)	1263	12	29,165.00	Completion of 2 years studies in college or high School graduate with relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Career Service-Sub Professional/1st Level Eligibility (MC 11,s.96-Cat.I)	City Health Office
19	Medical Technologist I	1163	11	27,00.00	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	None required	None required	RA 1080	City General Hospital
20	Nursing Attendant I	1158	4	15,586.00	Elementary School Graduate	None required	None required	None required	City General Hospital
21	Supervising Administrative Officer (Administrative Officer IV)	409	22	71,511.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service-Professional/2nd Level Eligibility	City Budget Office
23	Nutrition Officer IV	667	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 Population Office

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 February 23,2024

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](http://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.
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**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**AILEEN D. BOMBIO**  
 \_\_\_\_\_  
 Administrative Officer IV  
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 Trece Martirez St, Brgy. V-A, City Hall Com  
 San Pablo City, Laguna  
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[hr.spc@yahoo.com](mailto:hr.spc@yahoo.com)  
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**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

