

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: March 1, 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	Administrative Aide III (Clerk I)	798	3	14,678.00	Completion of 2 years studies in college	None required	None required	Career Service-Sub Professional/1st Level Eligibility	City Engineer's Office
2	Administrative Aide IV (Bookbinder II)	812	4	15,586.00	Elementary School Graduate	None required	None required	None required	Pamantasan ng Lunsod ng San Pablo
3	Administrative Aide I (Utility Worker I)	1512	1	13,000.00	Must be able to read & write	None required	None required	None required	City Mayor's Office
4	Administrative Aide I (Utility Worker I)	1513	1	13,000.00	Must be able to read & write	None required	None required	None required	City Mayor's Office
5	Administrative Aide I (Utility Worker I)	1514	1	13,000.00	Must be able to read & write	None required	None required	None required	City Mayor's Office
6	Administrative Aide I (Utility Worker I)	1515	1	13,000.00	Must be able to read & write	None required	None required	None required	City Mayor's Office
7	Administrative Aide I (Utility Worker I)	1516	1	13,000.00	Must be able to read & write	None required	None required	None required	City Mayor's Office
8	Instructor I	877	12	29,165.00	Master's degree in the area of specialization or its allied/related fields	None required	None required	None required RA 1080 (For courses requiring BAR or BOARD Eligibility)	Pamantasan ng Lunsod ng San Pablo
9	Administrative Aide IV (Driver II)	703	4	15,586.00	Elementary School Graduate	None required	None required	Driver's License	City Agriculturist Office
10	Public Services Officer II	930	15	36,619.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service - Professional/2nd Level Eligibility	City Solid Waste Management Officeju
11	Supervising Administrative Officer	17	22	71,511.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service-Professional/2nd Level Eligibility	City Mayor's Office
12	Administrative Aide IV (Driver II)	413	4	15,586.00	Elementary School Graduate	None required	None required	Driver's License	City Administrator's Office
13	Local Revenue Collection Officer III	492	18	46,725.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service-Professional/2nd Level Eligibility	City Treasurer's Office
14	City Government Assistant Department Head I	499	23	80,003.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service-Professional/2nd Level Eligibility	City Assessor's Office

15	Local Assessment Operations Officer IV	513	22	71,511.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service - Professional/2nd Level Eligibility	City Assessor's Office
16	Administrative Officer II	637	11	27,000.00	Bachelor's degree	None required	None required	Career Service- Professional/2nd Level Eligibility	City Health Office
17	Administrative Officer II (Information Officer I)	1517	11	27,000.00	Bachelor's degree	None required	None required	Career Service- Professional/2nd Level Eligibility	City Information Office
18	Administrative Aide I (Utility Worker I)	1518	1	13,000.00	Must be able to read & write	None required	None required	None required	City Information Office
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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 March 16,2024

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  
 \_\_\_\_\_  
 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)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**