

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: October 13, 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 Officer I	904	10	23,176.00	Bachelor's degree	None required	None required	Career Service-Professional/2nd level Eligibility	Pamantas ng Lunsod ng San Pablo
2	Nurse I	1415	15	36,619.00	Bachelor of Science in Nursing	None required	None required	RA 1080	City General Hospital
3	Administrative Officer IV	719	15	36,619.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service-Professional/2nd level Eligibility	City Engineer's Office
4	Administrative Aide III	248	3	14,678.00	Must be able to read & write	None required	None required	None required	City General Services Office
5	City Agriculturist I	674	25	102,690.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None required	5 years acquired experience in agricultural or in related field	relevant RA 1080	City Agriculturist Office
6	Statistician I	1497	11	27,000.00	Bachelor's degree relevant to the job	None required	None required	Career Service-Professional/2nd Level Eligibility	Pamantasan ng Lunsod ng San Pablo
7	Administrative Aide I (Utility worker I)	95	1	13,000.00	Must be able to read & write	None required	None required	None required	Sangguniang Panlungsod
8	Administrative Aide I (Utility worker I)	1459	1	13,000.00	Must be able to read & write	None required	None required	None required	Sangguniang Panlungsod

9	City Assessor I	498	25	102,690.00	Bachelor's degree preferably in Civil or Mechanical Engineering, Commerce, or any other related course	None	5 years years experience in real property assessment work or in any related field	RA 1080 (Real Estate Service)	City Assessor's Office
10	Computer Programmer I	1422	11	27,000.00	Bachelor's degree relevant to the job	None required	None required	Career Service- Professional/2nd level Eligibility	Pamantasan ng Lunsod ng San Pablo
11	Social Welfare Officer IV	644	22	71,511.00	Bachelor's degree in Social Work	16 hours of relevant training	3 years of relevant experience	RA 1080 (Social Worker)	City Social Welfare & Development Office
12	City Government Assistant Department Head I (PESO Manager)	156	23	960,036.00	Bachelor's degree preferably in any of the following: Operations management (OM); Human Resource Management (HRM); Human Resource Development (HRD); and/or allied fields	None required	3 years of experience in program management relative to employment facilitation	Career Service - Professional/2nd Level Eligibility	City Mayor's Office- Public Employment Service Office

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 October 28, 2023

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.