

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: September 4, 2024

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards			Eligibility	Place of Assignment
					Education	Training	Experience		
1	Administrative Assistant II (Budgeting Assistant)	0417	8	19,744.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	Office of the City Budget Officer
2	Administrative Aide IV (Clerk II)	0195	4	15,586.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	Office of the City Budget Officer
3	Engineer I	1427	12	29,165.00	Bachelor's Degree in Engineering relevant to the job	None required	None required	RA 1080	Pamantasan ng Lungsod ng San Pablo
4	Security Guard I	0312	3	14,678.00	High School Graduate	None required	None required	Security Guard License (MC 11, s. Cat. II)	Office of the City Treasurer (Market)
5	Instructor III	1502	14	33,843.00	Master's Degree in the area of specialization or its allied / related fields	4 hours of relevant training	1 year of relevant experience	PBET / Teacher / RA 1080	Pamantasan ng Lungsod ng San Pablo
6	Instructor II	1503	13	31,320.00	Master's Degree in the area of specialization or its allied / related fields	None required	None required	PBET / Teacher / RA 1080	Pamantasan ng Lungsod ng San Pablo
7	Nurse II	1504	16	39,672.00	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	Office of the City Health Officer
8	Nurse I	1506	15	36,619.00	Bachelor of Science in Nursing	None required	None required	RA 1080	Office of the City Health Officer
9	Architect I	1507	12	29,165.00	Bachelor's Degree in Architecture	None required	None required	RA 1080	Office of the City Engineer
10	Administrative Assistant I (Bookbinder III)	1509	7	18,620.00	Elementary School Graduate	None required	None required	None required (MC II, S. 96 - Cat. III)	Office of the City Human Resource Management Officer
11	Administrative Aide III (Utility Worker II)	0488	3	14,678.00	Must be able to read & write	None required	None required	None required	Office of the City Treasurer

12	Market Specialist III	1195	18	46,725.00	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	Office of the City Treasurer (Market)
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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 September 19, 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

 Administrative Officer IV
 Trece Martinez St, Brgy. V-A, City Hall Com
 San Pablo City, Laguna
hr.spcc@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.