

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: November 25, 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 IV (Driver II)	0951	4	15,586.00	Elementary School Graduate	None required	None required	Driver's License (MC 11, s. 96, Cat. II)	Office of the City Solid Waste Management Officer
2	Engineer II	1354	16	39,672.00	Bachelor's Degree in Engineering relevant to the job	4 hours of relevant training	1 year of relevant experience	RA 1080	Office of the City Agriculturist
3	Administrative Aide IV (Clerk II)	0756	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 Engineer
4	Medical Officer II	1091	18	46,725.00	Doctor of Medicine	None required	None required	RA 1080	Office of the City General Hospital
5	Medical Officer II	1092	18	46,725.00	Doctor of Medicine	None required	None required	RA 1080	Office of the City General Hospital
6	Nursing Attendant II	1154	6	17,553.00	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)	Office of the City General Hospital

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 December 10, 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 Martirez St, Brgy. V-A, City Hall Comj

San Pablo City, Laguna

hr.spc@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.