

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 6, 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 Assistant II (Labor General Foreman)	0217	8	19,744.00	High School Graduate	4 hours of relevant training	1 year of relevant experience	None required (MC 11, s. 96 - Cat. III)	Office of the City General Services Officer
2	Administrative Aide I (Utility Worker I)	0227	1	13,000.00	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)	Office of the City Treasurer
3	Security Guard II	1479	5	16,543.00	High School Graduate	None required	None required	Security Guard License (MC 11, s. - Cat. II)	Office of the City Social Welfare and Development Officer
4	Administrative Assistant I (Audio-Visual Equipment Operator III)	0088	7	18,620.00	High School Graduate or Completion of relevant vocational / trade course	None required	None required	Audio-Visual Equipment Operator	Office of the Sangguniang Panglungsod
5	Administrative Aide I (Utility Worker I)	1513	1	13,000.00	Must be able to read and write	None required	None required	None required	Office of the City Mayor
6	Administrative Aide I (Utility Worker I)	1514	1	13,000.00	Must be able to read and write	None required	None required	None required	Office of the City Mayor
7	Administrative Aide I (Utility Worker I)	1515	1	13,000.00	Must be able to read and write	None required	None required	None required	Office of the City Mayor
8	Administrative Aide I (Utility Worker I)	1516	1	13,000.00	Must be able to read and write	None required	None required	None required	Office of the City Mayor
9	Administrative Aide IV (Driver II)	0703	4	15,586.00	Elementary School Graduate	None required	None required	Driver's License (MC 11, s. 96, Cat. II)	Office of the City Agriculturist
10	Administrative Aide IV (Driver II)	0413	4	15,586.00	Elementary School Graduate	None required	None required	Driver's License (MC 11, s. 96, Cat. II)	Office of the City Administrator
11	Local Revenue Collection Officer III	0492	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
12	Local Assessment Operations Officer IV	0513	22	71,511.00	Bachelor's Degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	Office of the City Assessor

13	Administrative Officer II	0637	11	27,000.00	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility	Office of the City Health Officer
14	Administrative Aide I (Utility Worker I)	1518	1	13,000.00	Must be able to read and write	None required	None required	None required	Office of the City Information Officer
15	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

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 November 21, 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.

**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.**