

Republic of the Philippines
CGO SAN PABLO, LAGUNA
Request for Publication of Vacant Positions

*Electronic copy to be submitted to
the CSC FO must be in MS Excel
format*

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: August 7, 2024

No.	Position Title (Parenthetical Title, if applicable)	Planilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Midwife II	0603	11	27,000.00	Graduate Midwife	4 hours of relevant training	1 year of relevant experience	RA 1080	Office of the City Health Officer
2	Administrative Aide I (Laborer I)	0300	1	13,000.00	Must be able to read and write	None required	None required	None required	Office of the City Treasurer (Market)
3	Nurse I	1128	15	36,619.00	Bachelor of Science in Nursing	None required	None required	RA 1080	Office of the City General Hospital
4	Administrative Aide I (Utility Worker I)	0267	1	13,000.00	Must be able to read and write	None required	None required	None required	Office of the City Mayor (Business Permit and Licensing Office)
5	Administrative Assistant V (Stenographic Reporter III)	0061	11	27,000.00	Completion of two years studies in college	8 hours of relevant experience	2 years of relevant experience	Career Service (Subprofessional) First Level Eligibility	Office of the Sangguniang Panlungsod
6	Administrative Assistant III (Stenographic Reporter II)	0062	9	21,211.00	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 Sangguniang Panlungsod
7	Administrative Assistant II (Clerk IV)	0063	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 Sangguniang Panlungsod
8	Administrative Officer IV (Administrative Officer II)	0085	15	36,619.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Office of the Sangguniang Panlungsod

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 August 22, 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:

ALLEEN D. BOMBIO

Administrative Officer-IV

Trece Martirez St. Brgy. V-A, City Hall Coml

San Pablo City, Laguna

hr.spc@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.