

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: December 5, 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	City Budget Officer I	0407	25	102,690.00	Bachelor's Degree preferably in Accounting, Economics, Public Administration or any related course	None	5 years experience in government budgeting or in any related field	First Grade or its equivalent	Office of the City Budget Officer
2	Administrative Officer IV	0019	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 City Mayor
3	Local Assessment Operations Officer III	0501	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 Assessor
4	Nurse I	1115	15	36,619.00	Bachelor of Science in Nursing	None required	None required	RA 1080	Office of the City Disaster Risk Reduction and Management Officer
5	Social Welfare Officer III	0645	18	46,725.00	Bachelor's Degree in Social Work	8 hours of relevant training	2 years of relevant experience	RA 1080 (Social Worker)	Office of the City Social Welfare and Development Officer
6	Agricultural Technologist	0685	10	23,176.00	Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None required	None required	Relevant RA 1080	Office of the City Agriculturist
7	Administrative Aide I (Utility Worker I)	1400	1	13,000.00	Must be able to read and write	None required	None required	None required	Office of the City Mayor (San Pablo City Rehabilitation Center)
8	Supervising Administrative Officer	1331	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 Agriculturist
9	Instructor I	0892	12	29,165.00	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 1090	Pamantasan ng Lungsod ng San Pablo

10	Project Development Officer III	0158	18	46,725.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	Office of the City Planning and Development Coordinator
11	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
12	Administrative Aide I (Utility Worker I)	0757	1	13,000.00	Must be able to read and write	None required	None required	None required	Office of the City Information Officer
13	Associate Professor II	1519	20	57,347.00	Relevant Masteral Degree	8 hours of relevant training	2 years of relevant experience	PBET / Teacher / RA 1090	Pamantasan ng Lungsod ng San Pablo

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 20, 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 Com

 San Pablo City, Laguna

hr.spc@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.