

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 18, 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 Officer IV	0085	15	36,619.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Civil Service (Professional) Second Level Eligibility	Office of the Sangguniang Panlungsod
2	Supervising Administrative Officer	0152	22	71,511.00	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Civil Service (Professional) Second Level Eligibility	Office of the City Human Resource Management Officer
3	Administrative Officer II	0150	11	27,000.00	Bachelor's Degree relevant to the job	None required	None required	Civil Service (Professional) Second Level Eligibility	Office of the City Human Resource Management Officer
4	Administrative Officer I	0212	10	23,176.00	Bachelor's Degree relevant to the job	None required	None required	Civil Service (Professional) Second Level Eligibility	Office of the City General Services Officer
5	Administrative Officer II	0443	11	27,000.00	Bachelor's Degree relevant to the job	None required	None required	Civil Service (Professional) Second Level Eligibility	Office of the City Accountant
6	Administrative Officer II	0637	11	27,000.00	Bachelor's Degree relevant to the job	None required	None required	Civil Service (Professional) Second Level Eligibility	Office of the City Health Officer
7	Supervising Administrative Officer	1331	22	71,511.00	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Civil Service (Professional) Second Level Eligibility	Office of the City Agriculturist
8	Supervising Administrative Officer	0717	22	71,511.00	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Civil Service (Professional) Second Level Eligibility	Office of the City Engineer
9	Administrative Officer IV	0719	15	36,619.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Civil Service (Professional) Second Level Eligibility	Office of the City Engineer
10	City Government Department Head I (City Cooperatives Officer)	0832	25	102,690.00	Bachelor's Degree	32 hours of training in management and supervision	5 years in position/s involving management and supervision	Career Service (Professional) Second Level Eligibility	Office of the City Cooperatives 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 January 2, 2025.

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

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

San Pablo City, Laguna

[hr.spc@yahoo.com](mailto:hr.spc@yahoo.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**