

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: July 16, 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 | Licensing Officer I | 0041 | 11 | 27,000.00 | Bachelor's Degree | None required | None required | None required | Career Service (Professional) / Second Level Eligibility | City Mayor's Office - Local Economic Development and Investment Promotion Office |
| 2 | Supervising Administrative Officer | 0152 | 22 | 71,511.00 | Bachelor's Degree | 16 hours of relevant training | 3 years of relevant experience | 5 years experience in treasury or accounting service | Career Service (Professional) / Second Level Eligibility | Office of the City Human Resource Management Officer |
| 3 | City Treasurer I | 0445 | 25 | 102,690.00 | Bachelor's Degree preferably in Commerce, Public Administration or Law | None | None | None | First grade or its equivalent | Office of the City Treasurer |
| 4 | Local Revenue Collection Officer I | 0485 | 11 | 27,000.00 | Bachelor's Degree | None required | None required | None required | Career Service (Professional) / Second Level Eligibility | Office of the City Treasurer |
| 5 | Security Guard I | 0354 | 3 | 14,678.00 | High School Graduate | None required | None required | None required | Security Guard License (MC 11, s. - Cat. II) | Office of the City Legal Officer |
| 6 | Instructor I | 0883 | 12 | 29,165.00 | Master's Degree in the area of specialization at its allied / related fields | None required | None required | None required | PBET / Teacher / RA 1080 | Pamantasan ng Lungsod ng San Pablo |
| 7 | Instructor I | 0888 | 12 | 29,165.00 | Master's Degree in the area of specialization at its allied / related fields | None required | None required | None required | PBET / Teacher / RA 1080 | Pamantasan ng Lungsod ng San Pablo |
| 8 | Nurse II | 1108 | 16 | 39,672.00 | Bachelor of Science in Nursing | 4 hours of relevant training | 1 year of relevant experience | None required | RA 1080 | 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 July 31, 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 Corj

San Pablo City, Laguna

hr.spcc@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.