

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: February 6, 2025

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	1359	15	38,413.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility	Office of the City Legal Officer
2	Day Care Worker I	0650	6	18,255.00	High School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)	Office of the City Social Welfare and Development Officer
3	Administrative Aide VI (Clerk III)	0188	6	18,255.00	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional) / First Level Eligibility	Office of the City Tourism Officer
4	Midwife II	0615	11	28,512.00	Graduate Midwife and Bachelor of Science in Community Health Service and other Social Science Courses	8 hours of relevant training	2 years of relevant experience	RA 1080 or relevant CS Eligibility	Office of the City Health Officer
5	Administrative Aide VI (Clerk III)	0455	6	18,255.00	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional) / First Level Eligibility	Office of City Treasurer
6	Administrative Aide III (Utility Worker II)	1188	3	15,265.00	Must be able to read and write	None required	None required	None required / Relevant MC 11 s. 1996	Office of the City Treasurer (Market)
7	Security Guard I	0348	3	15,265.00	High School Graduate	None required	None required	Security Guard License (MC 11, s. - Cat. II)	Office of the City Treasurer (Market)
8	Instructor I	0887	12	30,705.00	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 1080	Pamantasan ng Lungsod ng San Pablo
9	Market Specialist III	1195	18	49,015.00	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) / Second Level Eligibility	Office of the City Treasurer (Market)

10	Medical Specialist III	1307	24	94,132.00	Doctor of Medicine; Graduate of a DOH-recognized accredited residency training program	120 hours of technical / clinical training in the last two (2) years	Must have three (3) years of experience as Medical Specialist or its equivalent	RA 1080	SPCH - Dialysis Unit
11	Medical Specialist I	1308	22	74,836.00	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080	SPCH - Dialysis Unit
12	Administrative Aide VI (Cash Clerk II)	0471	6	18,255.00	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional) / First Level Eligibility	Office of the City Treasurer
13	Administrative Aide IV (Clerk II)	0654	4	16,209.00	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional) / First Level Eligibility	Office of the City Social Welfare and Development Officer
14	Instructor II	0863	13	32,870.00	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 1080	Pamantasan ng Lungsod ng San Pablo
15	Senior Tourism Operations Officer	1351	18	49,015.00	Bachelor's degree in tourism, business, law, economics, marketing, public administration or other related fields	8 hours of relevant training on tourism or DOT specific and mandatory trainings such as but not limited to the following: 1. Tourism Awareness and Capability Building Seminar for LGUs 2. Seminar on Disaster Risk Reduction and Management 3. Basic Tourism Statistics Training (BTST) 4. Local Tourism Guidebook Orientation; and 5. Seminar on Gender and Development Orientation	2 years of work experience and involvement in the tourism industry either in the private sector or the government	Career Service (Professional) / Second Level Eligibility	Office of the City Tourism Officer
16	Supervising Administrative Officer	0071	22	74,836.00	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) / Second Level Eligibility	Office of the Sangguniang Panlungsod
17	Local Assessment Operations Officer III	0501	18	49,015.00	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) / Second Level Eligibility	Office of the City Assessor
18	Computer Programmer I	1422	11	28,512.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) / Second Level Eligibility	Pamantasan ng Lungsod ng San Pablo

19	Administrative Aide III (Clerk I)	0497	3	15,265.00	Completion of two years studies in College	None required	None required	Career Service (Sub-professional) / First Level Eligibility	Office of the City Treasurer
20	Administrative Aide III (Utility Worker II)	0115	3	15,265.00	Must be able to read and write	None required	None required	None required / Relevant MC 11 s. 1996	Office of the Sangguniang Panlungsod
21	Administrative Aide I ((Utility Worker I)	1459	1	13,530.00	Must be able to read and write	None required	None required	None required	Office of the Sangguniang Panlungsod
22	Security Guard I	0339	3	15,265.00	High School Graduate	None required	None required	Security Guard License (MC 11, s. - Cat. II)	Office of the City General Services Officer
23	Medical Technologist I	1287	11	28,512.00	Bachelor's Degree in Medical Technology or Bachelor of Science in Public Health	None required	None required	RA 1080	Office of the City General Hospital
24	Midwife II	0614	11	28,512.00	Graduate Midwife and Bachelor of Science in Community Health Service and other Social Science Courses	8 hours of relevant training	2 years of relevant experience	RA 1080 or relevant CS Eligibility	Office of the City Health Officer
25	Midwife II	0599	11	28,512.00	Graduate Midwife and Bachelor of Science in Community Health Service and other Social Science Courses	8 hours of relevant training	2 years of relevant experience	RA 1080 or relevant CS Eligibility	Office of the City Health Officer
26	Midwife III	0591	13	32,870.00	Graduate Midwife and Bachelor of Science in Community Health Service and other Social Science Courses	16 hours of relevant training	3 years of relevant experience	RA 1080 or relevant CS Eligibility	Office of the City Health Officer
27	Social Welfare Officer I	1339	11	28,512.00	Bachelor's Degree in Social Work	None required	None required	RA 1080 (Social Worker)	Office of the City Social Welfare and Development Officer
28	Population Program Officer III	0659	18	49,015.00	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) / Second Level Eligibility	Office of the City Population Officer
29	Laboratory Aide I	1489	2	14,372.00	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)	Office of the City General Hospital
30	Medical Officer III	1088	21	67,005.00	Doctor of Medicine	None required	None required	RA 1080	Office of the City General Hospital
31	Local Legislative Staff Officer V	1374	22	74,836.00	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) / Second Level Eligibility	Office of the Sangguniang Panlungsod
32	Laboratory Aide I	1490	2	14,372.00	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)	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 February 21, 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;

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.