

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 28, 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	Instructor I	0877	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
2	Administrative Assistant II (Bookkeeper I)	0431	8	20,534.00	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 Accountant
3	Administrative Assistant II (Bookkeeper I)	0423	8	20,534.00	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 Accountant
4	Midwife II	0616	11	28,512.00	Graduate Midwife	4 hours of relevant training	1 year of relevant experience	RA 1080	Office of the City Health Officer
5	Nurse I	1505	15	38,413.00	Bachelor of Science in Nursing	None required	None required	RA 1080	Office of the City Health Officer
6	Administrative Assistant II (Labor General Foreman)	0218	8	20,534.00	High School Graduate	4 hours of relevant training	1 year of relevant experience	None required	Office of the City General Services Officer
7	Administrative Aide VI (Accounting Clerk II)	0434	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 Accountant
8	Administrative Aide IV (Buyer I)	0213	4	16,209.00	Completion of two years studies in College	None required	None required	Career Service (Sub-professional) First Level Eligibility	Office of the City General Services Officer
9	Administrative Aide III (Driver I)	0093	3	15,265.00	Elementary School Graduate	None required	None required	Driver's License (MC 11, s. 96 - Cat. II)	Office of the Sangguniang Panlungsod
10	Administrative Aide VI (Disbursing Officer I)	0468	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
11	Security Guard I	1080	3	15,265.00	High School Graduate	None required	None required	Security Guard License (MC 11, s. - Cat. II)	Office of the City General Hospital

12	Market Supervisor IV	1171	22	74,836.00	Bachelor's Degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	Office of the City Treasurer (Market)
13	Administrative Assistant II (Labor General Foreman)	0246	8	20,534.00	High School Graduate	4 hours of relevant training	1 year of relevant experience	None required	Office of the City Treasurer (Market)
14	Administrative Aide VI (Clerk III)	0144	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 Administrator
15	Administrative Aide III (Clerk I)	1399	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 Mayor (San Pablo City Rehabilitation Center)
16	Youth Development Assistant II	0533	8	20,534.00	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
17	Administrative Aide IV (Driver II)	0199	4	16,209.00	Elementary School Graduate	None required	None required	Driver's License (MC 11, s. 96 - Cat. II)	Office of the City General Services Officer
18	Administrative Aide VI (Mechanic II)	0745	6	18,255.00	High School Graduate or Completion of relevant vocational / trade course	4 hours of relevant training	1 year of relevant experience	Mechanic (MC 11, s. 96 - Cat. I)	Office of the City Engineer
19	Instructor I	0888	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
20	Instructor I	0892	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
21	Administrative Officer IV	0719	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 Engineer
22	Statistician I	1497	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
23	Administrative Aide I (Utility Worker I)	0095	1	13,530.00	Must be able to read and write	None required	None required	None required	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 March 15, 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 Com

San Pablo City, Laguna

hr.spc@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.