

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: January 21, 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 V	1552	18	49,015.00	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 General Hospital
2	Disability Affairs Officer III	1548	18	49,015.00	Bachelor's Degree	8 hours of relevant training on disability affairs	2 years of relevant experience on disability affairs	Career Service (Professional) Second Level Eligibility	Office of the City Mayor - Persons with Disability Affairs Office
3	Information Systems Analyst I	1545	12	30,705.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	Office of the City Mayor - Management Information Systems Division
4	Administrative Aide IV (Bookbinder II)	1546	4	16,209.00	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)	Office of the City Mayor - Management Information Systems Division
5	Administrative Aide IV (Bookbinder II)	1547	4	16,209.00	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)	Office of the City Mayor - Management Information Systems Division
6	Administrative Assistant II	0086	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 Sangguniang Panlungsod
7	Economist IV	0160	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 City Planning and Development Coordinator
8	Nutrition Officer III	1554	18	49,015.00	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 General Hospital
9	Nurse I	1121	15	38,413.00	Bachelor of Science in Nursing	None required	None required	RA 1080	Office of the City General Hospital
10	Nurse II	1309	16	41,616.00	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	SPCGH - Dialysis Unit

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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 5, 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.