


Republic of the Philippines
CITY GOVERNMENT OF BAGO
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 **CITY GOVERNMENT OF BAGO, NEGROS OCCIDENTAL** in the CSC website:


TRICIA Y. MATTI
CGDH I (CHRMO) / City Administrator-Designate
Date: May 25, 2023

No.	Position Title	Plantilla Item No.	Salary/ Job / Pay Grade	Monthly Salary (PhP)	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Medical Officer IV	2	23	80,003.00	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080 (Physician)		Office of the City Health Officer
2	Medical Officer III	4	21	63,997.00	Doctor of Medicine	None required	None required	RA 1080 (Physician)		Office of the City Health Officer
3	Medical Officer III	8	21	63,997.00	Doctor of Medicine	None required	None required	RA 1080 (Physician)		Office of the City Health Officer
4	Dental Aide	14	4	15,586.00	High School Graduate	None required	None required	None required (CSC MC 11, s.1996 - Cat. III as amended by CSC MC 10. s.2013 Cat. III)		Office of the City Health Officer

No.	Position Title	Plantilla Item No.	Salary/ Job / Pay Grade	Monthly Salary (PhP)	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
5	Nurse V (Reclassification: SP Resolution No. 23-041 dated 1/25/2023)	15	20	57,347.00	Bachelor of Science in Nursing	8 hours of relevant training	2 years of relevant experience	RA 1080 (Registered Nurse)		Office of the City Health Officer
6	Nurse IV	16	19	51,357.00	Bachelor of Science in Nursing	8 hours of relevant training	2 years of relevant experience	RA 1080 (Registered Nurse)		Office of the City Health Officer
7	Nurse II	23	16	39,672.00	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080 (Registered Nurse)		Office of the City Health Officer
8	Nurse II	26	16	39,672.00	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080 (Registered Nurse)		Office of the City Health Officer
9	Nurse I	32	15	36,619.00	Bachelor of Science in Nursing	None required	None required	RA 1080 (Registered Nurse)		Office of the City Health Officer
10	Pharmacist I (Reclassification: SP Resolution No. 23-041 dated 1/25/2023)	71	11	27,000.00	Bachelor's degree in Pharmacy	None required	None required	RA 1080 (Pharmacist)		Office of the City Health Officer
11	Health Education and Promotion Officer II	96	14	33,843.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		Office of the City Health Officer

No.	Position Title	Plantilla Item No.	Salary/ Job / Pay Grade	Monthly Salary (Php)	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
12	Sanitation Inspector I	105	6	17,553.00	Completion of two years studies in College	None required	None required	Career Service Subprofessional/ First Level Eligibility		Office of the City Health Officer
13	Administrative Aide III (Driver I)	120	3	14,678.00	Elementary School Graduate	None required	None required	Professional Driver's License (CSC MC No. 11, s. 1996, as amended by CSC MC No. 10, s.2013 Cat.IV)		Office of the City Health Officer
14	Administrative Aide III (Driver I)	122	3	14,678.00	Elementary School Graduate	None required	None required	Professional Driver's License (CSC MC No. 11, s. 1996, as amended by CSC MC No. 10, s.2013 Cat.IV)		Office of the City Health Officer
15	Administrative Aide III (Driver I)	124	3	14,678.00	Elementary School Graduate	None required	None required	Professional Driver's License (CSC MC No. 11, s. 1996, as amended by CSC MC No. 10, s.2013 Cat.IV)		Office of the City Health Officer
16	Administrative Aide III (Driver I)	125	3	14,678.00	Elementary School Graduate	None required	None required	Professional Driver's License (CSC MC No. 11, s. 1996, as amended by CSC MC No. 10, s.2013 Cat.IV)		Office of the City Health Officer
17	Medical Officer IV	2	23	80,003.00	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080 (Physician)		Bago City Hospital

No.	Position Title	Plantilla Item No.	Salary/ Job / Pay Grade	Monthly Salary (Php)	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
18	Nurse V (Reclassification: SP Resolution No. 23-041 dated 1/25/2023)	8	20	57,347.00	Bachelor of Science in Nursing	8 hours of relevant training	2 years of relevant experience	RA 1080 (Registered Nurse)		Bago City Hospital
19	Nurse II	12	16	39,672.00	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080 (Registered Nurse)		Bago City Hospital
20	Nurse II	13	16	39,672.00	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080 (Registered Nurse)		Bago City Hospital
21	Nurse I	19	15	36,619.00	Bachelor of Science in Nursing	None required	None required	RA 1080 (Registered Nurse)		Bago City Hospital
22	Medical Equipment Technician II	79	8	19,744.00	Completion of relevant two years studies in college or Completion of relevant medical laboratory technician course	4 hours of relevant training	1 year of relevant experience	Medical Equipment Technician (MC 11, s. 1996 - Cat. II as amended by CSC MC 10. s.2013 - Cat. II)		Bago City Hospital
23	Pharmacist I	82	11	27,000.00	Bachelor's degree in Pharmacy	None required	None required	RA 1080 (Pharmacist)		Bago City Hospital
24	Administrative Officer III (Cashier II)	90	14	33,843.00	Bachelor's Degree	4 hours relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		Bago City Hospital

No.	Position Title	Plantilla Item No.	Salary/ Job / Pay Grade	Monthly Salary (PhP)	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
25	Administrative Officer II	91	11	27,000.00	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility		Bago City Hospital
26	Administrative Officer I (Cashier I)	92	10	23,176.00	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility		Bago City Hospital
27	Administrative Officer III (Records Officer II)	97	14	33,843.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		Bago City Hospital
28	Administrative Assistant I (Computer Operator I)	98	7	18,620.00	Completion of two (2) years studies in college or High School Graduate with relevant vocational / trade course	None required	None required	Career Service (Subprofessional) Data Encoder (MC11, s.96-Cat.I) First Level Eligibility		Bago City Hospital
29	Statistician I	4	11	25,650.00	Bachelor's degree relevant to the job	None required	None required	Career Service Professional/ Second Level Eligibility		Office of the City Local Civil Registrar
30	Registration Officer I	5	10	22,017.00	Bachelor's degree	None required	None required	Career Service Professional/ Second Level Eligibility		Office of the City Local Civil Registrar

No.	Position Title	Plantilla Item No.	Salary/ Job / Pay Grade	Monthly Salary (PhP)	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
31	Administrative Aide III (Clerk I)	7	3	13,944.00	Completion of two years studies in college	None required	None required	Career Service Subprofessional/ First Level Eligibility		Office of the City Local Civil Registrar
32	Agricultural Technologist	10	10	22,017.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None required	None required	Relevant RA 1080, as amended, (Agriculturist, Agricultural Engineer, Fisheries Technologist and Veterinarian, depending on the functions, duties and responsibilities as indicated in the Position Description Form)		Office of the City Agriculturist
33	Agricultural Technologist	13	10	22,017.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None required	None required	Relevant RA 1080, as amended, (Agriculturist, Agricultural Engineer, Fisheries Technologist and Veterinarian, depending on the functions, duties and responsibilities as indicated in the Position Description Form)		Office of the City Agriculturist

No.	Position Title	Plantilla Item No.	Salary/ Job / Pay Grade	Monthly Salary (Php)	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
34	Administrative Aide I (Utility Worker I)	22	1	12,350.00	Must be able to read and write	None required	None required	None required (CSC MC 11, s. 1996, as amended by CSC MC 10, s. 2013 - Cat. III)		Office of the City Agriculturist
35	Administrative Aide I (Utility Worker I)	24	1	12,350.00	Must be able to read and write	None required	None required	None required (CSC MC 11, s. 1996, as amended by CSC MC 10, s. 2013 - Cat. III)		Office of the City Agriculturist
36	Local Disaster Risk Reduction Management Officer I	114	11	25,650.00	Bachelor's degree	None required	None required	Career Service Professional/ Second Level Eligibility		Office of the City Mayor
37	Administrative Aide III (Driver I)	118	3	13,944.00	Elementary School Graduate	None required	None required	Professional Driver's License (CSC MC No. 11, s. 1996, as amended by CSC MC No. 10, s.2013 Cat.IV)		Office of the City Mayor
38	Administrative Aide III (Driver I)	119	3	13,944.00	Elementary School Graduate	None required	None required	Professional Driver's License (CSC MC No. 11, s. 1996, as amended by CSC MC No. 10, s.2013 Cat.IV)		Office of the City Mayor
39	Administrative Aide III (Driver I)	120	3	13,944.00	Elementary School Graduate	None required	None required	Professional Driver's License (CSC MC No. 11, s. 1996, as amended by CSC MC No. 10, s.2013 Cat.IV)		Office of the City Mayor

No.	Position Title	Plantilla Item No.	Salary/ Job / Pay Grade	Monthly Salary (Php)	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
40	Engineer II (Agricultural and Biosystems Engineer)	121	16	37,688.00	Bachelor's degree in Agricultural Engineering or Agricultural and Biosystems Engineering	4 hours of relevant training	1 year of relevant experience	RA 1080, as amended, (Agricultural and Biosystems Engineer)		Office of the City Mayor
	-----Nothing follows-----									

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 **June 16, 2023**.

1. Fully accomplished and Notarized 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. Certified True Copy of Performance Rating in the last rating period (if applicable);
3. Verified / Authenticated Copy of Certificate of eligibility / license and rating;
4. Original or Certified True Copies of Transcript of Records & Diploma;
5. Original or Certified True Copies of Certificates of Trainings / Seminars (with 5 years recency except for Division Chief and Executive/Managerial positions), if applicable;
6. Original or Certified True Copies of Certificates of Employment / Service Record, if applicable;
7. Original or Certified True Copies of Appointments, Approved Resignation / other modes of separation, for those with previous Government employment; and
8. Valid NBI Clearance.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

HON. NICHOLAS M. YULO
CITY MAYOR

Address: c/o Office of the City Human Resource Management Officer
2nd Floor, Main City Hall Building
A. Gonzaga St., Bago City, Negros Occidental 6101

Email: bagocityhrmo.rsp@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

No.	Position Title	Plantilla Item No.	Salary/ Job / Pay Grade	Monthly Salary (PhP)	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	

The Office highly encourages all interested and qualified applicants including person with special needs (PVD), members of indigenous communities and those from any Sexual Orientation and Gender Identities (SOGI) to apply as per their qualifications.