

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: September 8, 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	Administrative Aide IV (Electrician I)	36	4	14,807.00	High School Graduate or Completion of relevant vocational / trade course	None required	None required	Electrician (CSC MC No. 11, s. 1996, as amended by CSC MC 10, s.2013 - Cat. II)		Office of the City Engineer
2	Administrative Aide III (Plumber I)	171	3	13,944.00	Elementary School Graduate	None required	None required	Plumber (CSC MC No. 11, s. 1996, as amended by CSC MC 10, s.2013 - Cat. II)		Office of the City Engineer
3	Administrative Aide III (Plumber I)	172	3	13,944.00	Elementary School Graduate	None required	None required	Plumber (CSC MC No. 11, s. 1996, as amended by CSC MC 10, s.2013 - Cat. II)		Office of the City Engineer

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4	Administrative Aide III (Plumber I)	177	3	13,944.00	Elementary School Graduate	None required	None required	Plumber (CSC MC No. 11, s. 1996, as amended by CSC MC 10, s.2013 - Cat. II)		Office of the City Engineer
5	Administrative Aide III (Plumber I)	178	3	13,944.00	Elementary School Graduate	None required	None required	Plumber (CSC MC No. 11, s. 1996, as amended by CSC MC 10, s.2013 - Cat. II)		Office of the City Engineer
6	Administrative Aide I (Utility Worker I)	54	1	12,350.00	Must be able to read and write	None required	None required	None required (CSC MC No. 11, s. 1996, as amended by CSC MC 10. s.2013 - Cat. III)		Office of the City Engineer
7	Administrative Aide I (Utility Worker I)	55	1	12,350.00	Must be able to read and write	None required	None required	None required (CSC MC No. 11, s. 1996, as amended by CSC MC 10. s.2013 - Cat. III)		Office of the City Engineer
8	Administrative Aide I (Utility Worker I)	59	1	12,350.00	Must be able to read and write	None required	None required	None required (CSC MC No. 11, s. 1996, as amended by CSC MC 10. s.2013 - Cat. III)		Office of the City Engineer
9	Administrative Aide I (Utility Worker I)	163	1	12,350.00	Must be able to read and write	None required	None required	None required (CSC MC No. 11, s. 1996, as amended by CSC MC 10. s.2013 - Cat. III)		Office of the City Engineer

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10	Building Inspector	24	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 Engineer
11	Administrative Officer V (Information Officer III)	NEW	18	44,389.00	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		Office of the City Mayor
12	Administrative Aide III (Clerk I)	49	3	13,944.00	Completion of two (2) years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		Office of the City Mayor
13	Accountant IV	2	22	67,935.00	Bachelor's degree in Commerce / Business Administration major in Accounting	16 hours of relevant training	3 years of relevant experience	RA 1080 (Certified Public Accountant)		Office of the City Accountant
	-----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 **September 29, 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](http://www.csc.gov.ph);
2. **Certified True Copy of Performance Rating** in the last rating period (if applicable);
3. **Proof of Eligibility** - report of rating / license / certificate of admission to the Bar / certificate of eligibility / eligibility card (original / authenticated / certified true copy, photocopy, scanned copy, or site/screen capture of the eligibility):
  - a. Certificate of Eligibility / Eligibility Card issued by the CSC or National Police Commission (NAPOLCOM) or Career Executive Service Board (CESB);

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- b. Valid professional license issued by the PRC, Certificate of Admission to the Bar issued by the SC and License ID issued by the Maritime Industry Authority (MARINA) for positions that involve the practice of profession;
  - c. Professional license or Certificate of Registration or Report of Rating issued by the PRC, Certificate of Admission to the Bar issued by the SC, or License ID issued by the MARINA for positions that do not involve the practice of the profession; or
  - d. Valid license issued by the authorized regulatory agencies such as the National Telecommunications Commission (NTC)/ Civil Aviation Authority of the Philippines (CAAP) / Land Transportation Office (LTO) / Philippine National Police (PNP).
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.**

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