

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: January 11, 2024

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 VI (Stenographer II)	22	6	16,675.00	Completion of two years studies in college	None required	None required	Career Service Subprofessional/ First Level Eligibility/ Stenographer Eligibility		Office of the Sangguniang Panlungsod
2	Administrative Aide IV (Clerk II)	24	4	14,807.00	Completion of two (2) years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		Office of the Sangguniang Panlungsod
	-----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 **January 31, 2024**.

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. Work Experience Sheet (attachment to CS Form 212) which can be downloaded at www.csc.gov.ph;
3. Certified True Copy of Performance Rating in the last rating period (if applicable);

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4. **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);
 - 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).
5. **Original or Certified True Copies of Transcript of Records & Diploma;**
6. **Original or Certified True Copies of Certificates of Trainings / Seminars** (with 5 years recency except for Division Chief and Executive/Managerial positions), if applicable;
7. **Original or Certified True Copies of Certificates of Employment / Service Record**, if applicable;
8. **Original or Certified True Copies of Appointments, Approved Resignation / other modes of separation**, for those with previous Government employment; and
9. **Valid NBI Clearance**

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

HON. RAMON D. TORRES
CITY VICE 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.