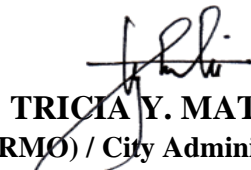


Republic of the Philippines
CITY GOVERNMENT OF BAGO
Request for Publication of Vacant Positions

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 19, 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	College Department Head	4	20	54,480.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		Bago City College
2	College Department Head	5	20	54,480.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		Bago City College
3	College Department Head	6	20	54,480.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		Bago City College
4	College Department Head	7	20	54,480.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		Bago City College

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5	Registrar I	9	11	25,650.00	Bachelor's degree	None required	None required	Career Service Professional/ Second Level Eligibility		Bago City College
6	Instructor III	16	14	32,151.00	Master's degree in the area of specialization or its allied/related fields	4 hours of relevant training	1 year of relevant experience	PBET / LET / RA 1080		Bago City College
7	Instructor III	17	14	32,151.00	Master's degree in the area of specialization or its allied/related fields	4 hours of relevant training	1 year of relevant experience	PBET / LET / RA 1080		Bago City College
8	Instructor III	18	14	32,151.00	Master's degree in the area of specialization or its allied/related fields	4 hours of relevant training	1 year of relevant experience	PBET / LET / RA 1080		Bago City College
9	Administrative Officer III (Records Officer II)	20	14	32,151.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional/ Second Level Eligibility		Bago City College
10	Instructor II	22	13	29,754.00	Master's degree in the area of specialization or its allied/related fields	None Required (preferably with 4 hours of relevant training)	None Required (preferably with 1 year relevant experience)	PBET / LET / RA 1080		Bago City College

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11	Instructor II	23	13	29,754.00	Master's degree in the area of specialization or its allied/related fields	None Required (preferably with 4 hours of relevant training)	None Required (preferably with 1 year relevant experience)	PBET / LET / RA 1080		Bago City College
12	Instructor II	24	13	29,754.00	Master's degree in the area of specialization or its allied/related fields	None Required (preferably with 4 hours of relevant training)	None Required (preferably with 1 year relevant experience)	PBET / LET / RA 1080		Bago City College
13	Instructor I	33	12	27,707.00	Master's degree in the area of specialization or its allied/related fields (preferably with area of specialization in Social Studies, BEED, English, Criminology, Filipino	None required	None required	PBET / LET / RA 1080		Bago City College
14	Instructor I	34	12	27,707.00	Master's degree in the area of specialization or its allied/related fields (preferably area of specialization Social Studies, BEED, English, Criminology, Filipino	None required	None required	PBET / LET / RA 1080		Bago City College

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15	Instructor I	42	12	27,707.00	Master's degree in the area of specialization or its allied/related fields (preferably area of specialization Social Studies, BEED, English, Criminology, Filipino	None required	None required	PBET / LET / RA 1080		Bago City College
16	Instructor I	45	12	27,707.00	Master's degree in the area of specialization or its allied/related fields (preferably area of specialization Social Studies, BEED, English, Criminology, Filipino	None required	None required	PBET / LET / RA 1080		Bago City College
17	Instructor I	47	12	27,707.00	Master's degree in the area of specialization or its allied/related fields (preferably area of specialization Social Studies, BEED, English, Criminology, Filipino	None required	None required	PBET / LET / RA 1080		Bago City College
18	Administrative Officer II	50	11	25,650.00	Bachelor's Degree relevant to the job	None required	None required	Career Service Professional/ Second Level Eligibility		Bago City College

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19	Administrative Officer III (Cashier II)	51	14	32,151.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional/ Second Level Eligibility		Bago City College
20	Guidance Counselor I	59	11	25,650.00	Master's degree in Guidance and Counseling	None required	None required	RA 1080, as amended, (Guidance Counselor)		Bago City College
21	Administrative Officer I (Supply Officer I)	60	10	22,017.00	Bachelor's degree	None required	None required	Career Service Professional/ Second Level Eligibility		Bago City College
22	Administrative Aide IV (Accounting Clerk I)	65	4	14,807.00	Completion of two years studies in College	None required	None required	Career Service Subprofessional/ First Level Eligibility		Bago City College
23	Nurse II	57	16	39,672.00	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080, as amended, (Nurse)		Bago City College
24	Associate Professor IV	2	22	67,935.00	Relevant Masteral Degree	16 hours of relevant training	3 years of relevant experience	PBET / LET / RA 1080		Bago City College

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25	Administrative Assistant I (Computer Operator I) (Reclassification and Transfer: SP Resolution No. 23-397 dated 11/15/2023)	NEW	7	17,689.00	Completion of two years studies in College or High School Graduate with relevant vocational/trade course	None required	None required	Career Service Subprofessional/ First Level Eligibility/ Data Encoder Eligibility		Office of the City Mayor
26	Administrative Assistant II (Reclassification: SP Resolution No. 23-396 dated 11/15/2023)	9	8	18,757.00	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional/ First Level Eligibility		Office of the City Budget Officer
	-----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 **February 9, 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, if applicable;
3. **Certified True Copy of Performance Rating** in the last rating period (if applicable);
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).

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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. 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 (PVD), members of indigenous communities and those from any Sexual Orientation and Gender Identities (SOGI) to apply as per their qualifications.