# 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:



CGDH I (CHRMO) / City Administrator-Designate

Date:

**October 4, 2023** 

	Position Title	Plantilla Item No.	Salary/ Job / Pay Grade	Monthly Salary (PhP)	Qualification Standards					
No.					Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1	Administrative Officer II	19	11	25,650.00	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility		Office of the Sangguniang Panlungsod
2	Administrative Aide I (Utility Worker I)	28	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 Sangguniang Panlungsod
3	Administrative Aide I (Utility Worker I)	29	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 Sangguniang Panlungsod
4	Administrative Aide I (Utility Worker I)	30	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 Sangguniang Panlungsod
	Nothing follows									

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

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 **October 24, 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. **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 Cerificate 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. 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.

		Plantilla	Salary/ Monthl	Monthly					
No		ltem No.	Job / Pay Grade	/ Pay Salary	Education	Training	Experience	Eligibility	Competency (if applicable)
	The Office highly encourages all interested and qualified applicants including person with special needs (PWD), members of indigenous communities and								and those from

any Sexual Orientation and Gender Identities (SOGI) to apply as per their qualifications.