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 (CHRMQ) / City Administrator-Designate

Date:

November 7, 2023

	Dignetilla Salam / Manthly Qualification Standards									
No.	Position Title	Plantilla Item No.	Salary/ Job / Pay Grade	Monthly Salary (PhP)						
					Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1	Statistician Aide	19	4	14,807.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub-Professional)/ First Level Eligibility		Office of the City Mayor - Population Management Division
2	Population Program Worker II	17	7	17,689.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub-Professional)/ First Level Eligibility		Office of the City Mayor - Population Management Division
3	Population Program Officer I	14	11	25,650.00	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility		Office of the City Mayor - Population Management Division
4	Administrative Aide III (Clerk I)	10	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 Veterinarian
	Nothing follows									

		Plantilla Salary/	Monthly							
No	Position Title	Item J 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 **November 30, 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. 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.

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

The Ottice highly encourages all interested and qualitied 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.