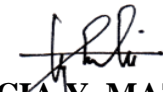


Republic of the Philippines
CITY GOVERNMENT OF BAGO
Request for Publication of Vacant Positions

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: June 10, 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	Engineer II	71	16	37,688.00	Bachelor's Degree in Engineering relevant to the job	4 hours of relevant training	1 year of relevant experience	RA 1080 (Preferrably Registered Civil Engineer)		Office of the City Engineer
2	Engineer II	72	16	37,688.00	Bachelor's Degree in Engineering relevant to the job	4 hours of relevant training	1 year of relevant experience	RA 1080 (Preferrably Registered Civil Engineer)		Office of the City Engineer
3	Engineer II	73	16	37,688.00	Bachelor's Degree in Engineering relevant to the job	4 hours of relevant training	1 year of relevant experience	RA 1080 (Preferrably Registered Civil Engineer)		Office of the City Engineer
4	Engineer II	109	16	37,688.00	Bachelor's Degree in Engineering relevant to the job	4 hours of relevant training	1 year of relevant experience	RA 1080 (Preferrably Registered Civil Engineer)		Office of the City Engineer
5	Administrative Aide VI (Clerk III)	8	6	16,675.00	Completion of two (2) years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		Office of the City Engineer

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6	Administrative Aide III (Clerk I)	11	3	13,944.00	Completion of two years studies in college	None required	None required	Career Service Subprofessional/ First Level Eligibility		Office of the City Engineer
7	Administrative Aide III (Clerk I)	12	3	13,944.00	Completion of two years studies in college	None required	None required	Career Service Subprofessional/ First Level Eligibility		Office of the City Engineer
8	Administrative Aide III (Clerk I)	42	3	13,944.00	Completion of two years studies in college	None required	None required	Career Service Subprofessional/ First Level Eligibility		Office of the City Engineer
9	Administrative Aide III (Clerk I)	44	3	13,944.00	Completion of two years studies in college	None required	None required	Career Service Subprofessional/ First Level Eligibility		Office of the City Engineer
10	Heavy Equipment Operator I	16	4	14,807.00	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Heavy Equipment Operator (CSC MC 11, s. 1996, as amended by CSC MC 10, s. 2013 - Cat. II)		Office of the City Engineer
11	Electrical Inspector II	25	8	18,757.00	High School Graduate or Completion of relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Electrician (CSC MC 11, s. 1996, as amended by CSC MC 10, s. 2013 - Cat. II)		Office of the City Engineer
12	Administrative Aide IV (Electrician I)	32	4	14,807.00	High School Graduate or Completion of relevant vocational / trade course	None required	None required	Electrician (Building Wiring) (-250 volts) (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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13	Administrative Aide III (Carpenter I)	128	3	13,944.00	Elementary School Graduate	None Required	None Required	Carpenter (CSC MC No. 11, s. 1996, as amended by CSC MC 10, s.2013 - Cat. II)		Office of the City Engineer
14	Administrative Aide III (Carpenter I)	138	3	13,944.00	Elementary School Graduate	None Required	None Required	Carpenter (CSC MC No. 11, s. 1996, as amended by CSC MC 10, s.2013 - Cat. II)		Office of the City Engineer
15	Administrative Aide III (Carpenter I)	140	3	13,944.00	Elementary School Graduate	None Required	None Required	Carpenter (CSC MC No. 11, s. 1996, as amended by CSC MC 10, s.2013 - Cat. II)		Office of the City Engineer
16	Administrative Aide III (Carpenter I)	143	3	13,944.00	Elementary School Graduate	None Required	None Required	Carpenter (CSC MC No. 11, s. 1996, as amended by CSC MC 10, s.2013 - Cat. II)		Office of the City Engineer
17	Construction and Maintenance Foreman	117	8	18,757.00	High School Graduate	4 hours of relevant training	1 year of relevant experience	None required (CSC MC No. 11, s. 1996, as amended by CSC MC 10, s.2013 - Cat. III)		Office of the City Engineer
18	Light Equipment Operator	61	2	13,128.00	Elementary School Graduate	None required	None required	None required (CSC MC 11, s. 1996, as amended by CSC MC 10, s. 2013 - Cat. III)		Office of the City General Services Officer
19	Watchman I	62	2	13,128.00	Elementary School Graduate	None required	None required	None required (CSC MC 11, s. 1996, as amended by CSC MC 10, s. 2013 - Cat. III)		Office of the City General Services Officer

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
20	City Government Department Head I (City Budget Officer)	1	25	97,556.00	Bachelor's Degree preferably in Accounting, Economics, Public Administration or any related course	None required	5 years experience in government budgeting or in any related field	First grade or its equivalent		Office of the City Budget Officer
21	Supervising Administrative Officer (Budget Officer IV)	2	22	67,935.00	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility		Office of the City Budget Officer
22	Local Revenue Collection Officer I	29	11	25,650.00	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility		Office of the City Treasurer
23	Local Revenue Collection Officer I	44	11	25,650.00	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility		Office of the City Treasurer
	-----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 **July 3, 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):

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- 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. 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.