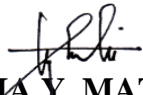


Republic of the Philippines  
**CITY GOVERNMENT OF BAGO**  
**Request for Publication of Vacant Positions**

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: October 28, 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                         | City Government Department Head I (City Agriculturist) | 1                  | 25                      | 101,848.00           | Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine                        | None     | 5 years of acquired experience in agriculture or in a related field | Relevant RA 1080, as amended, (Agriculturist, Agricultural Engineer, Fisheries Technologist and Veterinarian, depending on the functions, duties and responsibilities as indicated in the Position Description Form) |                            | Office of the City Agriculturist |
|                           |  |                    |                         |                      | *** Including the requirements of Filipino Citizenship, of good moral character and a resident of Bago City as provided for in the 1991 Local Government Code. |          |   |  |                            |                                  |
| -----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 **November 20, 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](http://www.csc.gov.ph);

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|-----|----------------|--------------------|-------------------------|----------------------|-------------------------|----------|------------|-------------|----------------------------|---------------------|
|     |                |                    |                         |                      | Education               | Training | Experience | Eligibility | Competency (if applicable) |                     |

2. Work Experience Sheet (attachment to CS Form 212) which can be downloaded at [www.csc.gov.ph](http://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);
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](mailto: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.*

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|-----|----------------|--------------------|-------------------------|----------------------|-------------------------|----------|------------|-------------|----------------------------|---------------------|
|     |                |                    |                         |                      | Education               | Training | Experience | Eligibility | Competency (if applicable) |                     |