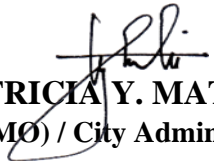


Republic of the Philippines  
**CITY GOVERNMENT OF BAGO**  
**Request for Publication of Vacant Positions**

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: November 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	Administrative Aide IV (Human Resource Management Aide)	13	4	15,399.00	Completion of two years studies in College	None required	None required	Career Service Subprofessional/ First Level Eligibility		Office of the City Human Resource Management Officer
2	Administrative Aide I (Utility Worker I)	9	1	12,854.00	Must be able to read and write	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 Human Resource Management Officer
3	Administrative Aide I (Utility Worker I)	20	1	12,854.00	Must be able to read and write	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 Human Resource Management Officer
4	Administrative Officer I (Records Officer I)	3	10	23,162.00	Bachelor's degree	None required	None required	Career Service Professional/ Second Level Eligibility		Office of the City Treasurer

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)	
5	Administrative Officer V (Cashier III)	20	18	46,564.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service Professional/ Second Level Eligibility		Office of the City Treasurer
6	Revenue Collection Clerk II	32	7	18,397.00	Completion of two years studies in College	None required	None required	Career Service Subprofessional/ First Level Eligibility		Office of the City Treasurer
7	Administrative Aide I (Utility Worker I)	27	1	12,854.00	Must be able to read and write	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 Treasurer
8	Administrative Aide I (Utility Worker I)	43	1	12,854.00	Must be able to read and write	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 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 December 10, 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);
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);

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)	

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

**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.*