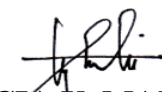


Republic of the Philippines
CITY GOVERNMENT OF BAGO
Request for Publication of Vacant Positions

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: January 3, 2025

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 I (Utility Worker I)	40	1	12,854.00	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 City Mayor
2	Administrative Aide III (Clerk I)	57	3	14,502.00	Completion of two years studies in college	None required	None required	Career Service Subprofessional/ First Level Eligibility		Office of the City Mayor
-----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 **January 24, 2025**.

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);
5. **Original or Certified True Copies of Transcript of Records & Diploma** ;

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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.