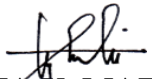


Republic of the Philippines  
**CITY GOVERNMENT OF BAGO**  
**Request for Publication of Vacant Positions**

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: December 17, 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 III (Carpenter I) | 100                | 3                       | 14,502.00            | 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 |
| 2   | Administrative Aide III (Carpenter I) | 103                | 3                       | 14,502.00            | 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 |
| 3   | Administrative Aide III (Carpenter I) | 106                | 3                       | 14,502.00            | 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 |
| 4   | Administrative Aide III (Carpenter I) | 132                | 3                       | 14,502.00            | 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 |

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|-----|--|--------------------|-------------------------|----------------------|--------------------------------|---------------|---------------|--|----------------------------|-----------------------------|
|     |  |                    |                         |                      | Education                      | Training      | Experience    | Eligibility  | Competency (if applicable) |                             |
| 5   | Construction and Maintenance Man         | 146                | 2                       | 13,653.00            | Elementary School Graduate     | None required | None required | None required<br>(CSC MC 11, s. 1996, as amended by CSC MC 10, s. 2013 - Cat. III) |                            | Office of the City Engineer |
| 6   | Construction and Maintenance Man         | 148                | 2                       | 13,653.00            | Elementary School Graduate     | None required | None required | None required<br>(CSC MC 11, s. 1996, as amended by CSC MC 10, s. 2013 - Cat. III) |                            | Office of the City Engineer |
| 7   | Construction and Maintenance Man         | 149                | 2                       | 13,653.00            | Elementary School Graduate     | None required | None required | None required<br>(CSC MC 11, s. 1996, as amended by CSC MC 10, s. 2013 - Cat. III) |                            | Office of the City Engineer |
| 8   | Administrative Aide III (Plumber I)      | 175                | 3                       | 14,502.00            | Elementary School Graduate     | None required | None required | Plumber<br>(CSC MC 11, s. 1996, as amended by CSC MC 10, s. 2013 - Cat. II)        |                            | Office of the City Engineer |
| 9   | Well Driller I                           | 169                | 3                       | 14,502.00            | Elementary School Graduate     | None required | None required | None required<br>(CSC MC 11, s. 1996, as amended by CSC MC 10, s. 2013 - Cat. III) |                            | Office of the City Engineer |
| 10  | Well Driller I                           | 170                | 3                       | 14,502.00            | Elementary School Graduate     | None required | None required | None required<br>(CSC MC 11, s. 1996, as amended by CSC MC 10, s. 2013 - Cat. III) |                            | Office of the City Engineer |
| 11  | Administrative Aide I (Utility Worker I) | 180                | 1                       | 12,854.00            | Must be able to read and write | None required | None required | None required<br>(CSC MC 11, s. 1996, as amended by CSC MC 10, s. 2013 - Cat. III) |                            | Office of the City Engineer |
| 12  | Administrative Aide I (Utility Worker I) | 181                | 1                       | 12,854.00            | Must be able to read and write | None required | None required | None required<br>(CSC MC 11, s. 1996, as amended by CSC MC 10, s. 2013 - Cat. III) |                            | Office of the City Engineer |

| 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) |                     |
| -----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 10, 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](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);
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.*