


Republic of the Philippines
CITY OF CATBALOGAN
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions, which are authorized to be filled, at the City of Catbalogan in the CSC website:


HON. ARCHIEL L. FUENTES
Acting City Mayor
Date: February 13, 2019

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Labor and Employment Officer II	6	13	23,970.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level		City Mayor's Office
2	Administrative Aide III (Driver I)	22	3	11,843.00	Elementary School Graduate	None Required	None Required	Professional Driver's License (MC 10, s. 2013 Cat. IV)		City Vice Mayor's Office
3	Administrative Aide III (Laborer II)	24	3	11,843.00	Must be able to read and write	None Required	None Required	(MC 14, s. 2018 Cat. III)		City Vice Mayor's Office
4	Supervising Administrative Officer (Records Officer IV)	40	22	62,053.00	Bachelor's Degree relevant to the Job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level		Sangguniang Pangkalakhan
5	Administrative Aide III (Laborer II)	47	3	11,843.00	Must be able to read and write	None Required	None Required	(MC 14, s. 2018 Cat. III)		Sangguniang Pangkalakhan
6	Administrative Aide I (Laborer I)	54	1	10,515.00	Must be able to read and write	None Required	None Required	None Required (MC 10, s. 2013 Cat. III)		Sangguniang Pangkalakhan
7	Administrative Aide I (Laborer I)	55	1	10,515.00	Must be able to read and write	None Required	None Required	None Required (MC 10, s. 2013 Cat. III)		Sangguniang Pangkalakhan
8	Local Treasury Operations Officer III	58	18	38,605.00	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level		City Treasurer's Office
9	Local Treasury Operations Officer III	61	18	38,605.00	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level		City Treasurer's Office

10	Revenue Collection Clerk II	68	7	14,951.00	Completion of two years studies in college	None Required	None Required	Career Service (Sub-Professional) First Level		City Treasurer's
11	Administrative Aide VI (Disbursing Officer I)	73	6	14,105.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level		City Treasurer's
12	Revenue Collection Clerk I	74	5	13,307.00	Completion of two years studies in college	None Required	None Required	Career Service (Sub-Professional) First Level		City Treasurer's
13	Revenue Collection Clerk I	78	5	13,307.00	Completion of two years studies in college	None Required	None Required	Career Service (Sub-Professional) First Level		City Treasurer's
14	Revenue Collection Clerk I	87	5	13,307.00	Completion of two years studies in college	None Required	None Required	Career Service (Sub-Professional) First Level		City Treasurer's
15	Administrative Aide I (Laborer I)	102	1	10,515.00	Must be able to read and write	None Required	None Required	None Required (MC 10, s. 2013 Cat. III)		City Treasurer's
16	Assistant Statistician	115	9	17,076.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level		City Assessor's
17	Tax Mapping Aide	118	4	12,553.00	High School Graduate or Completion of relevant vocational/trade course	None Required	None Required	None Required (MC 10, s. 2013 - Cat. III)		City Assessor's
18	Administrative Officer V (Accountant III)	128	18	38,605.00	Bachelor's degree in Commerce/ Business Administration major in Accounting.	8 hours of relevant training	2 years of relevant experience	R.A. 1080		City Accounting
19	Administrative Officer IV (Accountant II)	130	15	29,004.00	Bachelor's degree in Commerce/ Business Administration major in Accounting.	4 hours of relevant training	1 year of relevant experience	R.A. 1080		City Accounting
20	Administrative Aide IV (Accounting Clerk I)	135	4	12,553.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course.	None Required	None Required	Career Service (Sub-Professional) First Level		City Accounting
21	Planning Officer I	159	11	19,716.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level		City Planning and Coordinator's Office
22	Zoning Inspector II	161	8	15,920.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level		City Planning and Coordinator's Office

23	Draftsman I	185	6	14,105.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None Required	None Required	Career Service (Sub-Professional) Draftsman or Illustrator (MC 10 s. 2013 - Cat. II) First Level		City Engineerin
24	Administrative Aide VI (Utility Foreman)	186	6	14,105.00	Must be able to read and write/ Elementary School Graduate	4 hours of relevant training	1 year of relevant experience	None Required (MC 10 s. 2013 - Cat. III)		City Engineerin
25	Administrative Aide IV (Storekeeper I)	190	4	12,553.00	Must be able to read and write/ Elementary School Graduate	None Required	None Required	None Required (MC 10 s. 2013 - Cat. III)		City Engineerin
26	Administrative Aide III (Laborer II)	194	3	11,843.00	Must be able to read and write	None Required	None Required	(MC 14, s. 2018 Cat. III)		City Engineerin
27	City Government Assistant Department Head I (Assistant City Health Officer)	197	23	73,811.00	Doctor of Medicine A Filipino Citizen, a resident of the local government unit concerned, of good moral character, and a licensed medical practitioner.	40 hours of relevant training	3 years experience in the practice of profession	R.A. 1080		City Health Off
28	Nurse V	200	20	51,155.00	Bachelor of Science in Nursing	8 hours of relevant training	2 years of relevant experience	R.A. 1080		City Health Off
29	Midwife V	204	17	36,942.00	Completion of Midwifery Course	16 hours of relevant training	3 years of relevant experience	R.A. 1080		City Health Off
30	Dentist II	205	17	36,942.00	Doctor of Dental Medicine or Dental Surgery	4 hours of relevant training	1 year of relevant experience	R.A. 1080		City Health Off
31	Population Program Officer III	236	18	40,637.00	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level		City Health Off
32	Sanitation Inspector I	237	6	14,847.00	Completion of two years studies in college	None Required	None Required	Career Service (Sub-Professional) First Level		City Health Offi
33	Administrative Officer I (Records Officer I)	246	10	18,271.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level		City Civil Regist
34	Administrative Aide IV (Storekeeper I)	256	4	12,553.00	Must be able to read and write/ Elementary School Graduate	None Required	None Required	None Required (MC 10 s. 2013 - Cat. III)		City Civil Regist
35	Veterinarian I	263	13	23,970.00	Doctor of Veterinary Medicine	None Required	None Required	R.A. 1080		City Veterinary
36	Meat Inspector II	264	8	15,920.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level		City Veterinary

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50	Administrative Aide VI (Data Controller I)	359	6	14,105.00	Completion of two year studies in college or High School Graduate with relevant vocational/trade course.	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) Data Encoder (MC 11, s. 96 - Cat. I) First Level		City Cooperative
51	City Government Department Head I (City Economic Enterprise and Public Utility Officer)	365	25	90,329.00	Master's Degree A Filipino Citizen, a resident of the local government unit concerned, of good moral character, a holder of a college degree or any related course from a recognized college or university	120 hours of training in management and supervision	5 years in position involving management and supervision	Career Service (Professional) Second Level		City Economic I Public Utility Of
52	Administrative Aide I (Laborer I)	383	1	10,515.00	Must be able to read and write	None Required	None Required	None Required (MC 10, s. 2013 Cat. III)		City Business P Licensing Office
53	Youth Development Officer II	386	14	26,367.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level		City Youth Dev
54	Administrative Aide I (Laborer I)	388	1	10,515.00	Must be able to read and write	None Required	None Required	None Required (MC 10, s. 2013 Cat. III)		City Youth Dev
55	Administrative Aide I (Laborer I)	389	1	10,515.00	Must be able to read and write	None Required	None Required	None Required (MC 10, s. 2013 Cat. III)		City Youth Dev
56	Administrative Aide I (Laborer I)	390	1	10,515.00	Must be able to read and write	None Required	None Required	None Required (MC 10, s. 2013 Cat. III)		City Youth Dev
57	Local Disaster Risk Reduction Management Officer IV	391	22	62,053.00	Bachelor's Degree	16 hours of relevant experience on DRRM	3 years of relevant experience on DRRM	Career Service (Professional) Second Level		City Disaster Ri and Manage
58	Nurse II	393	15	29,004.00	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	R.A. 1080 Registered Nurse		City Disaster Ri and Manage
59	Local Disaster Risk Reduction Management Assistant	394	8	15,920.00	Completion of two years in college	4 hours of relevant training	1 year of relevant experience on Disaster Risk Reduction Management	Career Service (Sub-Professional) First Level		City Disaster Ri and Manage
60	City Government Department Head I (City Internal Audit System Officer)	397	25	90,329.00	Master's Degree A Filipino Citizen, a resident of the local government unit concerned, of good moral character, a holder of master's degree or any related course from a recognized college or university.	120 hours of training in management and supervision	5 years in position involving management and supervision	Career Service (Professional) Second Level		City Internal Au

61	Administrative Officer I (Records Officer I)	400	10	18,271.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional)		City Internal At
								Second Level		
62	Administrative Officer I (Records Officer I)	401	10	18,271.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional)		City Internal At
								Second Level		

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 _____.

1. Fully accomplished 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. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

HON. ARCHIE L. FUENTES

 ACTING CITY MAYOR

 CITY HALL BUILDING RIZAL AVENUE, CATBALOGAN CITY
catbaloganmayorsoffice@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.