



OFFICE OF THE CITY MAYOR – LABOR & EMPLOYMENT SECTION				
POSITION	SALARY GRADE	MONTHLY SALARY	ITEM NO.	QUALIFICATIONS
Labor and Employment Officer II	13	Php 21,403.00	21	<ul style="list-style-type: none"> ▪ Bachelor's degree preferably in any of the following: Operations Management (OM); Human Resource Management(HRM); Human Resource Development (HRD); and/or allied fields ▪ With relevant training and experience in labor and employment facilitation or human resource ▪ Career Service Professional ▪ Filipino citizen of good moral character ▪ Excellent oral and written communication skills, creative problem solving, and initiative ▪ Positive work attitude ▪ Resident of the City of Batac, Ilocos Norte

OFFICE OF THE CITY MAYOR ECONOMIC ENTERPRISES MANAGEMENT SECTION (Public Market)				
POSITION	SALARY GRADE	MONTHLY SALARY	ITEM NO.	QUALIFICATIONS
Administrative Aide IV (Driver II)	4	Php 11,046.00	52	<ul style="list-style-type: none"> ▪ High School graduate or completion of relevant vocational/trade course ▪ With driving experience ▪ Holder of Professional Driver's License ▪ Filipino citizen of good moral character ▪ Resident of the City of Batac



OFFICE OF THE CITY TREASURER				
POSITION	SALARY GRADE	MONTHLY SALARY	ITEM NO.	QUALIFICATIONS
Local Revenue Collection Officer I	11	Php 17,853.00	180	<ul style="list-style-type: none">▪ Bachelor's Degree in business administration, public administration, economics or management and related fields▪ Career Service Professional▪ With experience in treasury operations▪ Proficient in problem solving, communications, initiative and fiscal management▪ Resident of the City of Batac, Ilocos Norte▪ Positive work attitude with proven integrity and honesty▪ Filipino citizen of good moral character▪ Resident of the City of Batac, Ilocos Norte
Revenue Collection Clerk III	9	Php 15,027.00	181	<ul style="list-style-type: none">▪ Bachelor's Degree in business administration, public administration, economics or management and related fields▪ At least one (1) year experience in revenue generation/cash management▪ Career Service Sub Professional▪ Resident of the City of Batac, Ilocos Norte▪ Filipino citizen of good moral character▪ Positive work attitude with proven integrity and honesty▪ Resident of the City of Batac, Ilocos Norte



OFFICE OF THE CITY ENGINEER				
POSITION	SALARY GRADE	MONTHLY SALARY	ITEM NO.	QUALIFICATIONS
Engineer I (Civil Engineer)	12	Php 19,596.00	316	<ul style="list-style-type: none"> ▪ Bachelor's degree in Civil Engineering ▪ With experience in engineering design and plans and project management is an advantage ▪ RA 1080 (Civil Engineer) ▪ Proficient in Auto-Cad, basic revit architecture and other engineering systems and designs ▪ With intermediate competency level in oral and written communication, creative and analytical thinking, planning, initiative skills ▪ Positive work attitude ▪ Filipino citizen of good moral character ▪ Resident of the City of Batac, Ilocos Norte
Heavy Equipment Operator II	6	Php 12,419.00	324	<ul style="list-style-type: none"> ▪ High School Graduate or Completion of relevant vocational/ trade course ▪ With experience in heavy equipment operation is an advantage ▪ Relevant TESDA Trade test is an advantage ▪ Heavy Equipment Operator Eligibility MC 11 s, 1996 as amended- Category II ▪ Filipino citizen of good moral character ▪ Positive work attitude ▪ Resident of the City of Batac, Ilocos Norte
Administrative Aide IV (Driver II)	4	Php 11,046.00	339 340	<ul style="list-style-type: none"> ▪ High School graduate or completion of relevant vocational/trade course ▪ With driving experience (experience in emergency response is an advantage) ▪ MC 11 s. 1996 as amended- Category IV (Holder of Professional Driver's License) ▪ Exhibits physical and mental alertness and willing to work on graveyard shift ▪ Filipino citizen of good moral character ▪ Resident of the City of Batac



The City Government of Batac upholds Equal Employment Opportunity Principle, thus application from qualified PWD candidates, members of the indigenous communities and from any sexual orientation and gender identities group is encouraged.

Qualified and interested applicants must apply at the Human Resource Management Office, Second Floor, City Hall of Batac on or before **November 5, 2020** or send application via email at hrmobatac@gmail.com / pesobatac@gmail.com

Application requirements (three copies):

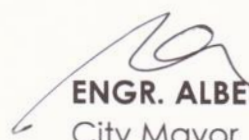
1. Application Letter addressed to Honorable Albert D. Chua, City Mayor
2. Resume/ Personal Data Sheet Revised 2017
3. Authenticated Transcript of Records (TOR)
4. Authenticated Certificate of Eligibility/Certificate of Board Rating
5. Certificate of Work Experience
6. Very Satisfactory rating in the latest performance evaluation, *if applicable*.

Prepared by:


MARLON F. SORIA

Human Resource Management Officer

Noted by:


ENGR. ALBERT D. CHUA

City Mayor

Date: 21 October 2020