



NOTICE OF VACANT POSITIONS FOR IMMEDIATE HIRING

OFFICE OF THE CITY MAYOR - ECONOMIC ENTERPRISES MANAGEMENT SECTION (Public Market)				
POSITION	SALARY GRADE	MONTHLY SALARY	ITEM NO.	QUALIFICATIONS
Administrative Aide III (Utility Worker II)	3	Php 9,973.00	53 58	<ul style="list-style-type: none"> ▪ At least High School graduate ▪ Must demonstrates skills in carpentry, plumbing, masonry, electrician, or any related skills ▪ Filipino citizen of good moral character ▪ Resident of the City of Batac ▪ Positive work attitude

OFFICE OF THE CITY VETERINARIAN – SLAUGHTERHOUSE SECTION				
POSITION	SALARY GRADE	MONTHLY SALARY	ITEM NO.	QUALIFICATIONS
Administrative Aide III (Utility Worker II)	3	Php 9,973.00	300	<ul style="list-style-type: none"> ▪ At least High School graduate ▪ Must demonstrates skills in carpentry, plumbing, masonry, electrician, or any related skills ▪ Filipino citizen of good moral character ▪ Resident of the City of Batac ▪ Positive work attitude



OFFICE OF THE CITY ACCOUNTANT				
POSITION	SALARY GRADE	MONTHLY SALARY	ITEM NO.	QUALIFICATIONS
Administrative Assistant III (Senior Bookkeeper)	9	Php 14,380.00	134	<ul style="list-style-type: none"> ▪ Graduate of business administration related course (e.g. Economics, Accountancy Information Technology and other related courses) ▪ At least 1 year experience in budgeting, treasury or accounting work ▪ 4 hours of relevant training on budgeting, treasury or accounting work ▪ Career Service Sub-Professional / First Level Eligibility ▪ With intermediate competency in problem-solving, initiative and financial skills ▪ Proficient in information technology applications ▪ Filipino citizen of good moral character ▪ Positive work attitude ▪ Resident of the City of Batac, Ilocos Norte
Administrative Assistant II (Bookkeeper I)	8	Php 13,406.00	135	<ul style="list-style-type: none"> ▪ Graduate of business administration related course (e.g. Economics, Accountancy Information Technology and other related courses) ▪ At least one year experience in budgeting, treasury or accounting work ▪ 4 hours of relevant training on budgeting, treasury or accounting work ▪ Career Service Sub-Professional / First Level Eligibility ▪ With intermediate competency in problem-solving, initiative and financial skills ▪ Proficient in information technology applications ▪ Filipino citizen of good moral character ▪ Positive work attitude ▪ Resident of the City of Batac, Ilocos Norte



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 8, 2021** or send application via email at hrmobatac@gmail.com.

Previous applicants must submit letter of intent.

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. Certificate of Work Experience
5. Authenticated Certificate of Eligibility/Certificate of Board Rating
6. Very Satisfactory rating in the latest performance evaluation, *if applicable.*

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Prepared by:

MARLON F. SORIA

City Human Resource Management Officer

Date: 22 October 2021