



NOTICE OF VACANT POSITIONS FOR IMMEDIATE HIRING

OFFICE OF THE CITY PLANNING AND DEVELOPMENT COORDINATOR				
POSITION	SALARY GRADE	MONTHLY SALARY	ITEM NO.	QUALIFICATIONS
DRAFTSMAN II	08	Php 14,601	110	<ul style="list-style-type: none"> ▪ Completion of two years studies in college or high school graduate with relevant vocational/ trade course ▪ With at least 1 year relevant experience in creating technical drawings and plans ▪ With at least 4 hours of relevant training ▪ Preferable with Draftsman Eligibility (CSC MC 11, s. 1996, as amended) ▪ Proficient in architectural technology applications ▪ Demonstrates integrity, analytical thinking and good communication skills ▪ Filipino citizen of good moral character ▪ Display of positive attitude ▪ Resident of the City of Batac, Ilocos Norte



OFFICE OF THE CITY HEALTH OFFICER				
POSITION	SALARY GRADE	MONTHLY SALARY	ITEM NO.	QUALIFICATIONS
SANITATION INSPECTOR I	6	Php 16,200	249	<ul style="list-style-type: none">Completion of two years studies in collegeGraduate of any health related courses is an advantagePreferably with experience in sanitation inspectionCareer Service Sub-Professional / First level EligibilityDemonstrates integrity, analytical thinking, excellent communication skills and social empathy.Filipino citizen of good moral characterDisplay of positive attitudeResident 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 **October 25, 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: 08 October 2021