



## **FOR IMMEDIATE HIRING**

### **OFFICE OF THE CITY ADMINISTRATOR**

#### **ADMINISTRATIVE AIDE VI (CLERK III)**

Status of Appointment: PERMANENT  
Salary Grade: 06  
Monthly Salary: Php 13,502.00  
Number of Vacancy: 1

#### **ADMINISTRATIVE AIDE IV (CLERK II)**

Status of Appointment: CASUAL  
Salary Grade: 04  
Monthly Salary: Php 11,994.00  
Number of Vacancy: 1

#### **QUALIFICATION STANDARD:**

**Education:** Completion of two (2) years studies in college  
**Experience:** None required  
**Training:** None required  
**Eligibility:** Career Service (Subprofessional) / First Level Eligibility

#### **COMPETENCIES:**

- Preferably with relevant experience in clerical and administrative support functions
- With intermediate/advance oral and written communication skills
- Strong attention to detail and ability to follow directions closely and accurately
- Capable of working productively with minimal supervision and have good time and record management skills
- Proficient in using Information Communication Technology tools
- Filipino citizen of good moral character
- Positive work attitude
- With proven integrity and honesty
- Resident of the City of Batac, Ilocos Norte



**REQUIREMENTS:**

1. Application Letter addressed to Honorable Albert D. Chua, City Mayor.
2. Resume/Personal Data Sheet Revised 2017 (CS Form No. 212, Revised 2017).
3. Authenticated Transcript of Records (TOR).
4. Authenticated Certificate of Eligibility/Certificate of Board Rating (RA 1080), if applicable.
5. Photocopy of Certificate of Employment from previous employers, if applicable.
6. Photocopy of certificates of training, seminars, workshop and any similar undertakings.

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

**The City Government of Batac upholds Equal Employment Opportunity Principle (EEOP), 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 **April 18, 2022** or send an application with the complete requirements via email at [hrmobatac@gmail.com](mailto:hrmobatac@gmail.com).

**Prepared by:**

**MARLON F. SORIA**

City Human Resource Management Officer

Date Posted: 16 March 2022



## **FOR IMMEDIATE HIRING**

### **OFFICE OF THE CITY LEGAL OFFICER**

#### **CITY GOVERNMENT DEPARTMENT HEAD I (CITY LEGAL OFFICER)**

Status of Appointment: COTERMINOUS  
Monthly Salary: Php 80,630.00  
Number of Vacancy : 1

#### **QUALIFICATION STANDARD:**

**Education:** Bachelors of Laws  
**Experience:** 5 years' experience in the practice of law  
**Training:** None required  
**Eligibility:** RA 1080 (BAR)

#### **COMPETENCIES:**

- With relevant training on managerial and leadership is an advantage
- Must demonstrate advanced competency level in leadership and management, oral and written communication, service orientation, creative and analytical thinking, planning and initiative skills Strong attention to detail and ability to follow directions closely and accurately
- With integrity and exercises high level of proficiency to his/her duties and responsibilities
- Filipino citizen of good moral character
- Positive work attitude
- Resident of the City of Batac, Ilocos Norte

#### **REQUIREMENTS (3 Copies):**

1. Application Letter addressed to Honorable Albert D. Chua, City Mayor.
2. Resume/Personal Data Sheet Revised 2017 (CS Form No. 212, Revised 2017).
3. Authenticated Transcript of Records (TOR).
4. Authenticated Certificate of Eligibility/Certificate of Board Rating (RA 1080), if applicable.
5. Certificate of Membership in the Philippine Bar.
6. Photocopy of Certificate of Employment from previous employers, if applicable.
7. Very Satisfactory rating in the latest performance evaluation, if applicable.
8. Original copy of Certificate of Residency in the City of Batac, Ilocos Norte
9. Photocopy of certificates of training, seminars, workshop and any similar undertakings.

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