

Republic of the Philippines
CGO BATAK CITY
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of CGO BATAK CITY in the CSC website:



MARLON F. SORIA

City Human Resource Management Officer

Date:

December 20, 2023

No.	Position Title (Parenthetical Title, if Applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aide IV (Communication Equipment Operator I)	10	4	Php 11,994.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None Required	None Required	Communication Equipment Operator (MC 11, s. 1996 -Cat. II as amended; Career Service (Subprofessional))	N/A	Office of the City Mayor - Public Safety, Information and Assistance Division - Public Assistance and Command Center Section
2	Administrative Aide IV (Communication Equipment Operator I)	11	4	Php 11,994.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None Required	None Required	Communication Equipment Operator (MC 11, s. 1996 -Cat. II as amended; Career Service (Subprofessional))	N/A	Office of the City Mayor - Public Safety, Information and Assistance Division - Public Assistance and Command Center Section
3	Administrative Aide IV (Communication Equipment Operator I)	12	4	Php 11,994.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None Required	None Required	Communication Equipment Operator (MC 11, s. 1996 -Cat. II as amended; Career Service (Subprofessional))	N/A	Office of the City Mayor - Public Safety, Information and Assistance Division - Public Assistance and Command Center Section
4	Administrative Aide III (Audio-Visual Equipment Operator I)	13	3	Php 11,300.00	High School Graduate or completion of relevant vocational/trade course	None required	None required	Audio-Visual Equipment Operator / Technician (MC 11 s. 1996 -Cat. II as amended)	N/A	Office of the City Mayor - Public Safety, Information and Assistance Division - Public Assistance and Command Center Section
5	Administrative Aide III (Audio-Visual Equipment Operator I)	14	3	Php 11,300.00	High School Graduate or completion of relevant vocational/trade course	None Required	None Required	Audio-Visual Equipment Operator / Technician (MC 11 s. 1996 -Cat. II as amended)	N/A	Office of the City Mayor - Public Safety, Information and Assistance Division - Public Assistance and Command Center Section
6	Traffic Aide I	15	3	Php 11,300.00	High School Graduate	None Required	None Required	None Required (MC 11, s. 96 - Cat. III as amended)	N/A	Office of the City Mayor - Public Safety, Information and Assistance Division - Traffic Management Section
7	Traffic Aide I	16	3	Php 11,300.00	High School Graduate	None Required	None Required	None Required (MC 11, s. 96 - Cat. III as amended)	N/A	Office of the City Mayor - Public Safety, Information and Assistance Division - Traffic Management Section
8	Traffic Aide I	17	3	Php 11,300.00	High School Graduate	None Required	None Required	None Required (MC 11, s. 96 - Cat. III as amended)	N/A	Office of the City Mayor - Public Safety, Information and Assistance Division - Traffic Management Section
9	Nursing Attendant II	19	6	Php 13,502.00	Elementary School Graduate	None Required	None Required	None Required (MC 11, s. 96 - Cat. III as amended)	N/A	Office of the City Mayor - Public Safety, Information and Assistance Division - Emergency Response Unit
10	Administrative Aide III (Driver I)	20	3	Php 11,300.00	Elementary School Graduate	None Required	None Required	Professional Driver's License (MC 11, s. 1996 - Cat IV as amended)	N/A	Office of the City Mayor - Public Safety, Information and Assistance Division - Emergency Response Unit

Republic of the Philippines
CGO BATAK CITY
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of CGO BATAK CITY in the CSC website:

MARLON F. SORIA

City Human Resource Management Officer

Date:

December 20, 2023

No.	Position Title (Parenthetical Title, if Applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
11	Community Affairs Officer I	34	11	Php 20,351.00	Bachelor's degree	None Required	None Required	Career Service(Professional) Second Level Eligibility	N/A	Office of the City Mayor - Community Affairs and Development Section
12	Local Disaster Risk Reduction Management Assistant	42	8	Php 15,198.00	Completion of two years in college	4 hours of relevant training	1 year of relevant experience on DRRM	Career Service (Subprofessional) First Level Eligibility	N/A	Office of the City Mayor - City Disaster Risk Reduction Management Division - Administrative & Training Section
13	Licensing Officer I	30	11	Php 20,351.00	Bachelor's degree	None Required	None Required	Career Service(Professional) Second Level Eligibility	N/A	Office of the City Mayor - Business Permits & Licenses Section
14	Administrative Aide IV (Clerk II)	32	4	Php 11,994.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	Office of the City Mayor - Business Permits & Licenses Section
15	Administrative Officer II (Budget Officer I)	120	11	Php 20,351.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service(Professional) Second Level Eligibility	N/A	Office of the City Budget Officer
16	Administrative Assistant III (Senior Bookkeeper)	126	9	Php 16,322.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	Office of the City Accountant
17	Administrative Assistant II (Accounting Clerk III)	128	8	Php 15,198.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	Office of the City Accountant
18	Administrative Aide III (Driver I)	156	3	Php 11,300.00	Elementary School Graduate	None Required	None Required	Professional Driver's License (MC 11, s. 1996 - Cat IV as amended)	N/A	Office of the City General Services Officer
19	Administrative Aide III (Driver I)	157	3	Php 11,300.00	Elementary School Graduate	None Required	None Required	Professional Driver's License (MC 11, s. 1996 - Cat IV as amended)	N/A	Office of the City General Services Officer
20	Administrative Aide III (Driver I)	158	3	Php 11,300.00	Elementary School Graduate	None Required	None Required	Professional Driver's License (MC 11, s. 1996 - Cat IV as amended)	N/A	Office of the City General Services Officer

Republic of the Philippines
CGO BATAK CITY
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of CGO BATAK CITY in the CSC website:

MARLON F. SORIA

City Human Resource Management Officer

Date:

December 20, 2023

No.	Position Title (Parenthetical Title, if Applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
21	Administrative Aide III (Driver I)	159	3	Php 11,300.00	Elementary School Graduate	None Required	None Required	Professional Driver's License (MC 11, s. 1996 - Cat IV as amended)	N/A	Office of the City General Services Officer
22	Administrative Aide III (Driver I)	160	3	Php 11,300.00	Elementary School Graduate	None Required	None Required	Professional Driver's License (MC 11, s. 1996 - Cat IV as amended)	N/A	Office of the City General Services Officer
23	Administrative Aide III (Driver I)	161	3	Php 11,300.00	Elementary School Graduate	None Required	None Required	Professional Driver's License (MC 11, s. 1996 - Cat IV as amended)	N/A	Office of the City General Services Officer
24	City Government Assistant Department Head I (Assistant City Treasurer)	174	23	Php 62,764.00	Bachelor's degree preferably in commerce, public administration or law	None required	5 years experience in the Treasury or Accounting Service	First Grade Civil Service Eligibility or its equivalent	N/A	Office of the City Treasurer
25	Local Assessment Operations Officer I	218	11	Php 20,351.00	Bachelor's degree	None Required	None Required	Career Service(Professional) Second Level Eligibility	N/A	Office of the City Assessor
26	Midwife II	238	11	Php 27,000.00	Completion of the Midwifery Course	None Required	None Required	RA 1080 (Midwife)	N/A	Office of the City Health Officer
27	Sanitation Inspector I	249	6	Php 16,877.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	Office of the City Health Officer
28	Senior Agriculturist	271	18	Php 36,162.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	8 hours of relevant training	2 years of relevant experience	Relevant RA 1080	N/A	Office of the City Agriculturist
29	Poundkeeper II	303	6	Php 13,502.00	Elementary School Graduate	None Required	None Required	None Required (MC 11, s. 96 - Cat. III as amended)	N/A	Office of the City Veterinarian
30	Heavy Equipment Operator II	324	6	Php 13,502.00	High School Graduate or Completion of relevant vocational/ trade course	None Required	None Required	Heavy Equipment Operator (MC 11 s. 1996 -Cat II as amended)	N/A	Office of the City Engineer
31	Heavy Equipment Operator II	328	6	Php 13,502.00	High School Graduate or Completion of relevant vocational/ trade course	None Required	None Required	Heavy Equipment Operator (MC 11 s. 1996 -Cat II as amended)	N/A	Office of the City Engineer

Republic of the Philippines
CGO BATAK CITY
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of CGO BATAK CITY in the CSC website:


MARLON F. SORIA

City Human Resource Management Officer

Date:

December 20, 2023

No.	Position Title (Parenthetical Title, if Applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
32	Heavy Equipment Operator II	329	6	Php 13,502.00	High School Graduate or Completion of relevant vocational/ trade course	None Required	None Required	Heavy Equipment Operator (MC 11 s. 1996 -Cat II as amended)	N/A	Office of the City Engineer
33	Administrative Aide IV (Driver II)	339	4	Php 11,994.00	Elementary School Graduate	None Required	None Required	Professional Driver's License (MC 11, s. 1996 - Cat IV as amended)	N/A	Office of the City Engineer
34	Administrative Aide IV (Driver II)	340	4	Php 11,994.00	Elementary School Graduate	None Required	None Required	Professional Driver's License (MC 11, s. 1996 - Cat IV as amended)	N/A	Office of the City Engineer
35	Administrative Aide IV (Driver II)	341	4	Php 11,994.00	Elementary School Graduate	None Required	None Required	Professional Driver's License (MC 11, s. 1996 Cat IV as amended)	N/A	Office of the City Engineer
36	Administrative Aide VI (Clerk III)	85	6	Php 14,042.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	Office of the Secretary to the Sangguniang Panlungsod

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 **January 4, 2024**.

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 authenticated certificate of eligibility/rating/license; and
4. Photocopy of authenticated Transcript of Records.

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

MARLON F. SORIA

City Human Resource Management Officer

Brgy. 1-S Valdez, City of Batak, Ilocos Norte

hrmobatak@gmail.com

THE CITY GOVERNMENT OF BATAK UPHOLDS EQUAL EMPLOYMENT OPPORTUNITY PRINCIPLE, THUS, APPLICATIONS FROM QUALIFIED PWD CANDIDATES, MEMBERS OF THE INDIGENOUS COMMUNITIES AND FROM ANY SEXUAL ORIENTATION AND GENDER IDENTITIES GROUP ARE ENCOURAGED.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.