

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:

**January 12, 2024**

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	Midwife II	238	11	Php 27,000.00	Completion of the Midwifery Course	4 hours of relevant training	1 year of relevant experience	RA 1080 (Midwife)	N/A	Office of the City Health Officer
2	Administrative Assistant II (Clerk IV)	306	8	Php 15,795.00	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 Engineer
3	Welder II	320	6	Php 14,042.00	Elementary School Graduate	None Required	None Required	Welder (MC 11, s. 1996 - Cat. II as amended)	N/A	Office of the City Engineer
4	Administrative Aide IV (Driver II)	338	4	Php 12,469.00	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

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 31, 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](http://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](mailto: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.