

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: April 17, 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	Senior Tourism Operations Officer	22	18	Php 37,380.00	Bachelor's Degree in tourism, business, law, economics, marketing, public administration or other related fields	8 hours of relevant training on tourism or DOT specific and mandatory trainings such as but not limited to the following: a. Tourism Awareness and Capability Building Seminar for LGUs b. Seminar on Disaster Risk Reduction and Management c. Basic Tourism Statistics Training (BTST) d. Local Tourism Guidebook Orientation and; e. Seminar on Gender and Development Orientation	2 years of work experience and involvement in the tourism industry either in the private sector or the government	Career Service(Professional)/ Second Level Eligibility	N/A	Office of the City Mayor - Tourism & Events Section
2	City Government Department Head I (City Accountant)	123	25	Php 82,152.00	Bachelor's degree in Commerce / Business Administration major in Accounting	None Required	5 years of experience in treasury or accounting service	RA 1080, as amended, (Certified Public Accountant)	N/A	Office of the City Accountant
3	City Government Department Head I (City Treasurer)	173	25	Php 82,152.00	Bachelor's degree preferably in Commerce, Public Administration or Law	None Required	5 years of experience in treasury or accounting service	Career Service(Professional)/ Second Level Eligibility	N/A	Office of the City Treasurer
4	City Government Department Head I (City Assessor)	209	25	Php 82,152.00	Bachelor's degree preferably Civil or Mechanical Engineering, Commerce or any other related course	None Required	5 years of experience in real property assessment work or in any related field	RA 1080, as amended, (Real Estate Appraiser)	N/A	Office of the City Assessor
5	City Government Department Head I (City Health Officer)	225	25	Php 102,690.00	Doctor of Medicine	None Required	5 years of experience as medical practitioner	RA 1080, as amended, (Physician)	N/A	Office of the City Health Officer

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Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC FO  
must be in MS Excel format

To: CIVIL SERVICE COMMISSION (CSC)

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

  
MARLON F. SORIA

City Human Resource Management Officer

Date: April 17, 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)	
6	City Government Department Head I (City Social Welfare and Development Officer)	259	25	Php 82,152.00	Bachelor's degree in Social Work	None Required	5 years of experience in the practice of social work	RA 1080, as amended, (Social Worker)	N/A	Office of the City Social Welfare and Development Officer

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 **May 2, 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.
5. Original Copy of Certificate of Residency in the City of Bataac.

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

**MARLON F. SORIA**

City Human Resource Management Officer

City Government of Bataac, Brgy. 1-S Valdez, City of Bataac,  
Ilocos Norte

[hrmobatac@gmail.com](mailto:hrmobatac@gmail.com)

THE CITY GOVERNMENT OF BATAAC 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 IS ENCOURAGE.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.