

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

**RECEIVED**  
Office/Unit: CSC FO Ilocos Norte  
Transaction No. INFO- P-26-825  
Date and Time: JUN 27 2024 2:00  
Received by: Micca G. Solomon  
Remarks:

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 BATAK CITY in the CSC website:

MARLON F. SORIA

City Human Resource Management Officer

Date:

June 27, 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	Public Services Officer II	9	15	Php 29,295.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service(Professional)/ Second Level Eligibility	N/A	Office of the City Mayor - Public Safety, Information and Assistance Division
2	Labor and Employment Officer II	21	13	Php 25,056.00	Bachelor's degree preferably in any of the following: Operations Management (OM); Human Resource Management (HRM); Human Resource Development (HRD); and/or allied fields	2 hours of relevant training on employment facilitation	1 year of experience in program management relative to employment facilitation	Career Service(Professional)/ Second Level Eligibility	N/A	Office of the City Mayor - Labor & Employment Section
3	Tourism Operations Officer I	23	11	Php 21,600.00	Bachelor's degree in tourism, business, law, economics, marketing, public administration or other related fields	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Office of the City Mayor - Tourism & Events Section
4	Environmental Management Specialist II	36	15	Php 29,295.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service(Professional)/ Second Level Eligibility	N/A	Office of the City Mayor - Environmental Management Section
5	Administrative Aide IV (Clerk II)	38	04	Php 12,469.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional)/ First Level Eligibility	N/A	Office of the City Mayor - Environmental Management Section
6	Youth Development Officer II	39	14	Php 27,074.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service(Professional)/ Second Level Eligibility	N/A	Local Youth Development Office
7	Administrative Aide VI (Clerk III)	40	06	Php 14,042.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional)/ First Level Eligibility	N/A	Local Youth Development Office
8	Market Supervisor III	45	18	Php 37,380.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional)/ First Level Eligibility	N/A	Office of the City Mayor - Economic Enterprises Management Section
9	Market Inspector II	48	08	Php 15,795.00	Completion of two years in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/ First Level Eligibility	N/A	Office of the City Mayor - Economic Enterprises Management Section
10	Economic Researcher	109	09	Php 16,969.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service(Professional)/ Second Level Eligibility	N/A	Office of the City Planning and Development Coordinator

NOTED  
Atty. REX R. AMOR  
Director II

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
11	Zoning Officer II	111	15	Php 29,295.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service(Professional)/ Second Level Eligibility	N/A	Office of the City Planning and Development Coordinator
12	Information Systems Analyst II	115	16	Php 31,738.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service(Professional)/ Second Level Eligibility	N/A	Office of the City Planning and Development Coordinator
13	Administrative Assistant II (Clerk IV)	140	08	Php 15,795.00	Completion of two years studies in college	4 hours of relevant training	1 year relevant experience	Career Service (Subprofessional)/ First Level Eligibility	N/A	Office of the City General Services Officer
14	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 experience in treasury or accounting service	First Grade or its equivalent	N/A	Office of the City Treasurer
15	Local Treasury Operations Officer I	175	11	Php 21,600.00	Bachelor's degree	None Required	None Required	Career Service(Professional)/ Second Level Eligibility	N/A	Office of the City Treasurer
16	Local Revenue Collection Officer I	180	11	Php 21,600.00	Bachelor's degree	None Required	None Required	Career Service(Professional)/ Second Level Eligibility	N/A	Office of the City Treasurer
17	Revenue Collection Clerk III	181	09	Php 16,969.00	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 Treasurer
18	Revenue Collection Clerk II	183	07	Php 14,896.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional)/ First Level Eligibility	N/A	Office of the City Treasurer
19	Local Revenue Collection Officer I	192	11	Php 21,600.00	Bachelor's degree	None Required	None Required	Career Service(Professional)/ Second Level Eligibility	N/A	Office of the City Treasurer
20	Revenue Collection Clerk II	198	07	Php 14,896.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional)/ First Level Eligibility	N/A	Office of the City Treasurer
21	Revenue Collection Clerk I	200	05	Php 13,234.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional)/ First Level Eligibility	N/A	Office of the City Treasurer
22	Revenue Collection Clerk I	202	05	Php 13,234.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional)/ First Level Eligibility	N/A	Office of the City Treasurer

**NOTED**

*[Signature]*  
Atty. REX R. AM  
Director II

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
23	Revenue Collection Clerk I	203	05	Php 13,234.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional)/ First Level Eligibility	N/A	Office of the City Treasurer
24	Local Assessment Operations Officer I	212	11	Php 21,500.00	Bachelor's degree	None Required	None Required	Career Service(Professional)/ Second Level Eligibility	N/A	Office of the City Assessor
25	Assessment Clerk II	213	06	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 City Assessor
26	Assessment Clerk II	214	06	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 City Assessor
27	Tax Mapper II	215	15	Php 29,295.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service(Professional)/ Second Level Eligibility	N/A	Office of the City Assessor
28	Administrative Aide IV (Clerk II)	255	04	Php 15,586.00	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

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 **July 12, 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

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

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Atty. REX R. AMI  
Director II

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 IS ENCOURAGED.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.