



## JOB POSTING

28 October 2024

OFFICE OF THE CITY MAYOR – BUSINESS PERMITS AND LICENSES SECTION				
POSITION	SALARY GRADE	MONTHLY SALARY	ITEM NO.	QUALIFICATIONS
<b>License Inspector II</b>	08	Php 20, 534.00	31	<ul style="list-style-type: none"> <li>▪ Completion of 2 years studies in college</li> <li>▪ At least one year relevant experience on licensing and inspection</li> <li>▪ With 4 hours of relevant training</li> <li>▪ Career Service Sub –Professional / First Level Eligibility</li> <li>▪ Demonstrate basic competency in problem solving, written and oral communication, records management</li> <li>▪ Proficient in information technology applications</li> <li>▪ With proven integrity and honesty</li> <li>▪ Positive work attitude</li> <li>▪ Filipino citizen of good moral character</li> <li>▪ Resident of the City of Batac</li> </ul>

OFFICE OF THE CITY MAYOR – COMMUNITY AFFAIRS AND DEVELOPMENT SECTION				
POSITION	SALARY GRADE	MONTHLY SALARY	ITEM NO.	QUALIFICATIONS
<b>Community Affairs Officer II</b>	15	Php 38, 413.00	33	<ul style="list-style-type: none"> <li>▪ Bachelor’s degree</li> <li>▪ With one year of experience in community affairs work</li> <li>▪ With 4 hours of relevant training</li> <li>▪ Career Service (Professional)/ Second Level Eligibility</li> <li>▪ Must demonstrate intermediate competency in oral and written communication, service orientation, social perceptiveness, active listening and coordination</li> <li>▪ Proficient in information technology applications</li> <li>▪ Filipino citizen of good moral character</li> <li>▪ Positive work attitude</li> <li>▪ Resident of the City of Batac, Ilocos Norte</li> </ul>



<b>OFFICE OF THE CITY MAYOR – ECONOMIC ENTERPRISES MANAGEMENT SECTION (PUBLIC MARKET)</b>				
<b>POSITION</b>	<b>SALARY GRADE</b>	<b>MONTHLY SALARY</b>	<b>ITEM NO.</b>	<b>QUALIFICATIONS</b>
<b>Administrative Assistant II (Bookkeeper I)</b>	08	Php 20, 534.00	49	<ul style="list-style-type: none"> <li>▪ Completion of 2 years studies in college</li> <li>▪ With one year of experience in community affairs work</li> <li>▪ With 4 hours of relevant training</li> <li>▪ Career Service (Professional)/ Second Level Eligibility</li> <li>▪ Must demonstrate intermediate competency in oral and written communication, service orientation, social perceptiveness, active listening and coordination</li> <li>▪ Proficient in information technology applications</li> <li>▪ Filipino citizen of good moral character</li> <li>▪ Positive work attitude</li> <li>▪ Resident of the City of Batac, Ilocos Norte</li> </ul>

<b>OFFICE OF THE CITY PLANNING AND DEVELOPMENT COORDINATOR</b>				
<b>POSITION</b>	<b>SALARY GRADE</b>	<b>MONTHLY SALARY</b>	<b>ITEM NO.</b>	<b>QUALIFICATIONS</b>
<b>Administrative Aide IV (Clerk II)</b>	04	Php 16, 209.00	106	<ul style="list-style-type: none"> <li>▪ Completion of two years studies in college</li> <li>▪ Career Service Sub Professional / First Level Eligibility</li> <li>▪ With basic competency in oral and written communication and records management and proficient in information technology applications</li> <li>▪ Filipino citizen of good moral character</li> <li>▪ Positive work attitude</li> <li>▪ Resident of the City of Batac, Ilocos Norte</li> </ul>

<b>OFFICE OF THE CITY BUDGET OFFICER</b>				
<b>POSITION</b>	<b>SALARY GRADE</b>	<b>MONTHLY SALARY</b>	<b>ITEM NO.</b>	<b>QUALIFICATIONS</b>
<b>Administrative Aide VI (Clerk III)</b>	06	Php 18, 255.00	121	<ul style="list-style-type: none"> <li>▪ Completion of two years studies in college</li> <li>▪ Career Service Sub Professional / First Level Eligibility</li> <li>▪ With basic competency in oral and written communication and records management and proficient in information technology applications</li> <li>▪ Filipino citizen of good moral character</li> <li>▪ Positive work attitude</li> <li>▪ Resident of the City of Batac, Ilocos Norte</li> </ul>



**HUMAN RESOURCE MANAGEMENT OFFICE**

<b>OFFICE OF THE CITY ACCOUNTANT</b>				
<b>POSITION</b>	<b>SALARY GRADE</b>	<b>MONTHLY SALARY</b>	<b>ITEM NO.</b>	<b>QUALIFICATIONS</b>
<b>Accountant III</b>	19	Php 53,873.00	124	<ul style="list-style-type: none"> <li>▪ Bachelor's degree in Commerce/Business Administration major in Accounting</li> <li>▪ RA 1080 (Certified Public Accountant)</li> <li>▪ At least eight hours of relevant training in accounting and auditing</li> <li>▪ At least 2 years of relevant experience in accounting and auditing</li> <li>▪ Must demonstrate advanced competency in audit and financial management, oral and written communication, leadership and management, coordination, active listening and problem solving</li> <li>▪ Filipino citizen of good moral character</li> <li>▪ Positive work attitude</li> <li>▪ Resident of the City of Batac, Ilocos Norte</li> </ul>

<b>OFFICE OF THE CITY GENERAL SERVICES OFFICER</b>				
<b>POSITION</b>	<b>SALARY GRADE</b>	<b>MONTHLY SALARY</b>	<b>ITEM NO.</b>	<b>QUALIFICATIONS</b>
<b>Administrative Aide III (Laborer II)</b>	03	Php 15,265.00	167	<ul style="list-style-type: none"> <li>▪ Must be able to read and write</li> <li>▪ Preferably with skills in carpentry, plumbing, masonry, electrical works or any related skills</li> <li>▪ Filipino citizen of good moral character</li> <li>▪ Positive work attitude</li> <li>▪ Resident of the City of Batac, Ilocos Norte</li> </ul>

<b>OFFICE OF THE CITY TREASURER</b>				
<b>POSITION</b>	<b>SALARY GRADE</b>	<b>MONTHLY SALARY</b>	<b>ITEM NO.</b>	<b>QUALIFICATIONS</b>
<b>Revenue Collection Clerk II</b>	07	Php 19,365.00	196	<ul style="list-style-type: none"> <li>▪ Completion of at least two years studies in college</li> <li>▪ Bachelor's Degree in business administration, public administration, economics or management and related fields is highly preferred</li> <li>▪ Preferably with work experience in revenue generation /cash management</li> <li>▪ Career Service Sub Professional / First level Eligibility</li> <li>▪ With basic competency in oral and written communication and records management and proficient in information technology applications</li> <li>▪ Resident of the City of Batac, Ilocos Norte</li> <li>▪ Filipino citizen of good moral character</li> <li>▪ With proven honesty and integrity</li> <li>▪ Positive work attitude</li> <li>▪ Resident of the City of Batac, Ilocos Norte</li> </ul>



**HUMAN RESOURCE MANAGEMENT OFFICE**

<b>OFFICE OF THE CITY ASSESSOR</b>				
<b>POSITION</b>	<b>SALARY GRADE</b>	<b>MONTHLY SALARY</b>	<b>ITEM NO.</b>	<b>QUALIFICATIONS</b>
<b>Assessment Clerk II</b>	06	Php 18, 255.00	219	<ul style="list-style-type: none"> <li>▪ Completion of at least two years studies in college</li> <li>▪ With experience in real property assessment work is an advantage</li> <li>▪ Preferably with work experience in property assessment work or in any related field</li> <li>▪ RA 1080 (Real Estate Service) / Career Service Sub-Professional / First Level Eligibility</li> <li>▪ With basic competency in oral and written communication and records management and proficient in information technology applications</li> <li>▪ Filipino citizen of good moral character</li> <li>▪ Positive work attitude</li> <li>▪ With proven integrity and honesty</li> <li>▪ Resident of the City of Batac, Ilocos Norte</li> </ul>

<b>OFFICE OF THE CITY HEALTH OFFICER</b>				
<b>POSITION</b>	<b>SALARY GRADE</b>	<b>MONTHLY SALARY</b>	<b>ITEM NO.</b>	<b>QUALIFICATIONS</b>
<b>Midwife I</b>	09	Php 22, 219.00	243	<ul style="list-style-type: none"> <li>▪ Completion of the Midwifery Course</li> <li>▪ Preferably with relevant midwifery experience</li> <li>▪ Holder of RA 1080 (Midwife)</li> <li>▪ Willing to work on graveyard shift</li> <li>▪ With active listening, social perceptiveness, service orientation, speaking and coordination skills</li> <li>▪ Display of positive attitude</li> <li>▪ Resident of the City of Batac, Ilocos Norte</li> </ul>

<b>OFFICE OF THE CITY SOCIAL WELFARE AND DEVELOPMENT OFFICER</b>				
<b>POSITION</b>	<b>SALARY GRADE</b>	<b>MONTHLY SALARY</b>	<b>ITEM NO.</b>	<b>QUALIFICATIONS</b>
<b>Social Welfare Officer II</b>	15	Php 38, 413.00	260	<ul style="list-style-type: none"> <li>▪ Bachelor's degree in social work</li> <li>▪ At least one year relevant experience in social work</li> <li>▪ RA 1080 (Social Worker)</li> <li>▪ 4 hours of relevant training</li> <li>▪ Must demonstrate intermediate competencies in oral and written communications, problem solving, initiative, social empathy, leadership and management</li> <li>▪ Proficient in preparing social welfare cases</li> <li>▪ Filipino citizen of good moral character</li> <li>▪ Positive work attitude with proven integrity and honesty</li> <li>▪ Resident of the City of Batac, Ilocos Norte</li> </ul>



**HUMAN RESOURCE MANAGEMENT OFFICE**

<b>OFFICE OF THE CITY AGRICULTURIST</b>				
<b>POSITION</b>	<b>SALARY GRADE</b>	<b>MONTHLY SALARY</b>	<b>ITEM NO.</b>	<b>QUALIFICATIONS</b>
<b>Engineer I</b>	12	Php 30, 705.00	269	<ul style="list-style-type: none"> <li>▪ Bachelor's degree in Engineering relevant to the job</li> <li>▪ Preferably with relevant experience in construction works preferably in agricultural engineering / agricultural and biosystems engineering</li> <li>▪ RA 1080 (Agricultural Engineer) / RA 1080 (Agricultural and Biosystems Engineer)</li> <li>▪ With intermediate competency level moral and written communication, creative and analytical thinking, planning, initiative skills</li> <li>▪ Proficient in Auto-Cad, basic revit architecture and other engineering systems and designs</li> <li>▪ Filipino citizen of good moral character</li> <li>▪ Positive work attitude with proven integrity and honesty</li> <li>▪ Resident of the City of Batac, Ilocos Norte</li> </ul>

<b>OFFICE OF THE CITY ENGINEER</b>				
<b>POSITION</b>	<b>SALARY GRADE</b>	<b>MONTHLY SALARY</b>	<b>ITEM NO.</b>	<b>QUALIFICATIONS</b>
<b>Engineer I (Civil Engineer)</b>	12	Php 30, 705.00	312	<ul style="list-style-type: none"> <li>▪ Bachelor's degree in Civil Engineering</li> <li>▪ With experience in engineering design and plans and project management is an advantage</li> <li>▪ RA 1080 (Civil Engineer) eligibility</li> <li>▪ With at least 1 year of relevant work experience</li> <li>▪ With at least 4 hours of relevant training</li> <li>▪ With intermediate competency level moral and written communication, creative and analytical thinking, planning, initiative skills</li> <li>▪ Proficient in Auto-Cad, basic revit architecture and other engineering systems and designs</li> <li>▪ Filipino citizen of good moral character</li> <li>▪ Positive work attitude</li> <li>▪ Resident of the City of Batac, Ilocos Norte</li> </ul>
<b>Heavy Equipment Operator I</b>	04	Php 16, 209	332 333	<ul style="list-style-type: none"> <li>▪ High School Graduate or Completion of relevant vocation / trade course</li> <li>▪ With experience in heavy equipment operation is an advantage</li> <li>▪ Relevant TESDA Trade Certificate is an advantage</li> <li>▪ Heavy Equipment Operator (MC 11 s. 1996 as amended-Cat II)</li> <li>▪ Filipino citizen of good moral character</li> <li>▪ Positive work attitude</li> <li>▪ Resident of the City of Batac, Ilocos Norte</li> </ul>
<b>Administrative Aide III (Utility Worker II)</b>	03	Php 15, 265.00	349	<ul style="list-style-type: none"> <li>▪ Must be able to read and write</li> <li>▪ Preferably with skills in carpentry, plumbing, masonry, electrical works or any related skills</li> <li>▪ Filipino citizen of good moral character</li> <li>▪ Positive work attitude</li> <li>▪ Resident of the City of Batac, Ilocos Norte</li> </ul>



**The City Government of Batac upholds Equal Employment Opportunity Principle, thus, qualified PWD candidates, members of the indigenous communities and from any sexual orientation and gender identities group are encouraged to apply.**

**Qualified and interested applicants** must apply at the Human Resource Management Office, Second Floor, City Hall of Batac on or before **November 15, 2024** or send **COMPLETE APPLICATION REQUIREMENTS** via email at [hrmobatac@gmail.com](mailto:hrmobatac@gmail.com).

**Application requirements (THREE COPIES):**

1. Application Letter addressed to Honorable Albert D. Chua, City Mayor;
2. Fully accomplished and notarized Personal Data Sheet (CS Form No. 212, Revised 2017) with CSC Relevant Work Experience Sheet Form attached which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph) ;
3. Authenticated Transcript of Records (TOR)
4. Authenticated Certificate of Eligibility/Certificate of Board Rating
5. Certificate of Work Experience / Certificate of Employment
6. Very Satisfactory rating in the latest performance evaluation, *if applicable*.

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