



JOB POSTING

07 January 2025

OFFICE OF THE CITY MAYOR – TOURISM AND EVENTS SECTION				
POSITION	SALARY GRADE	MONTHLY SALARY	ITEM NO.	QUALIFICATIONS
Administrative Aide IV (Clerk II)	04	Php 16,209.00	25	<ul style="list-style-type: none"> Completion of two years studies in college Career Service Sub Professional / First Level Eligibility With basic competency in oral and written communication and records management and proficient in information technology applications Filipino citizen of good moral character Positive work attitude Resident of the City of Batac, Ilocos Norte

OFFICE OF THE CITY HEALTH OFFICER				
POSITION	SALARY GRADE	MONTHLY SALARY	ITEM NO.	QUALIFICATIONS
Nurse III	17	Php 45,138	232	<ul style="list-style-type: none"> Bachelor of Science in Nursing At least 1-year experience in nursing work 4 hours of relevant training Holder of RA 1080 (Nurse) Willing to work on graveyard shift With active listening, social perceptiveness, service orientation, speaking and coordination skills Demonstrates managerial and supervisory skills Resident of the City of Batac



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 **January 24, 2025** or send **COMPLETE APPLICATION REQUIREMENTS** via email at **applicants.chrmobatac@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 ;
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.

Prepared by:

MARLON F. SORIA

City Human Resource Management Officer

Noted by:

ENGR. ALBERT D. CHUA

City Mayor

Date: 07 January 2025