



## JOB POSTING

10 March 2026

OFFICE OF THE CITY MAYOR - PUBLIC SAFETY, INFORMATION AND ASSISTANCE DIVISION (PSIAD) - EMERGENCY RESPONSE UNIT				
POSITION	SALARY GRADE	MONTHLY SALARY	ITEM NO.	QUALIFICATIONS
<b>Nursing Attendant II</b>	06	Php 18,957.00	19	<ul style="list-style-type: none"> <li>▪ Elementary School Graduate</li> <li>▪ Preferably with relevant experience and training on emergency response</li> <li>▪ Exhibits physical and mental alertness and willing to work on graveyard shift</li> <li>▪ With active listening, social perceptiveness, service orientation, speaking and coordination skills</li> <li>▪ Work quickly under pressure, often according to complex rules and procedures</li> <li>▪ Filipino citizen of good moral character</li> <li>▪ Positive work attitude</li> <li>▪ Preferably a resident of the City of Batac, Ilocos Norte</li> </ul>

OFFICE OF THE CITY MAYOR - ENVIRONMENTAL MANAGEMENT SECTION				
POSITION	SALARY GRADE	MONTHLY SALARY	ITEM NO.	QUALIFICATIONS
<b>Administrative Aide IV (Clerk II)</b>	04	Php 16,833.00	38	<ul style="list-style-type: none"> <li>▪ Completion of 2 years of studies in college (prior to 2018) or Completion of Grade 12 / Senior High School (starting 2016)</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>▪ Preferably a resident of the City of Batac, Ilocos Norte</li> </ul>



**OFFICE OF THE CITY MAYOR -  
ECONOMIC ENTERPRISES MANAGEMENT SECTION**

POSITION	SALARY GRADE	MONTHLY SALARY	ITEM NO.	QUALIFICATIONS
<b>Administrative Aide VI (Clerk III)</b>	06	Php 18,957.00	50	<ul style="list-style-type: none"> <li>▪ Completion of 2 years of studies in college (prior to 2018) or Completion of Grade 12 / Senior High School (starting 2016)</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>▪ Preferably a resident of the City of Batac, Ilocos Norte</li> </ul>

**OFFICE OF THE CITY ACCOUNTANT –  
INTERNAL AUDIT MANAGEMENT SECTION**

POSITION	SALARY GRADE	MONTHLY SALARY	ITEM NO.	QUALIFICATIONS
<b>Administrative Officer II</b>	11	Php 30,024.00	132	<ul style="list-style-type: none"> <li>▪ Bachelor's degree</li> <li>▪ Preferably with relevant experience and training on internal auditing procedures</li> <li>▪ Career Service (Professional) / Second Level Eligibility</li> <li>▪ Must demonstrate intermediate competency in audit and financial management, oral and written communication, leadership and management, coordination, active listening and problem solving</li> <li>▪ Proficient in information technology and records management</li> <li>▪ Filipino citizen of good moral character</li> <li>▪ Positive work attitude</li> <li>▪ Preferably a resident of the City of Batac, Ilocos Norte</li> </ul>

**OFFICE OF THE CITY SOCIAL WELFARE AND DEVELOPMENT OFFICER**

POSITION	SALARY GRADE	MONTHLY SALARY	ITEM NO.	QUALIFICATIONS
<b>Administrative Aide IV (Clerk II)</b>	04	Php 16,833.00	265	<ul style="list-style-type: none"> <li>▪ Completion of 2 years of studies in college (prior to 2018) or Completion of Grade 12 / Senior High School (starting 2016)</li> <li>▪ Career Service Sub Professional / First level Eligibility</li> <li>▪ With basic competency in oral and written communication and records management</li> <li>▪ Proficient in information technology and records management</li> <li>▪ Filipino citizen of good moral character</li> <li>▪ Positive work attitude</li> <li>▪ Preferably a resident of the City of Batac, Ilocos Norte</li> </ul>



<b>OFFICE OF THE CITY GENERAL SERVICES OFFICER – PROCUREMENT, SUPPLY AND PROPERTY SECTION</b>				
<b>POSITION</b>	<b>SALARY GRADE</b>	<b>MONTHLY SALARY</b>	<b>ITEM NO.</b>	<b>QUALIFICATIONS</b>
<b>Administrative Officer IV</b>	15	Php 40,208.00	137	<ul style="list-style-type: none"> <li>▪ Bachelor's degree</li> <li>▪ With at least 1 year of relevant experience in procurement, supply and property management</li> <li>▪ With at least 4 hours of relevant training in procurement, supply and property management</li> <li>▪ Career Service (Professional) / Second Level Eligibility</li> <li>▪ Must demonstrate intermediate competency in audit and financial management, oral and written communication, leadership and management, coordination, active listening and problem solving</li> <li>▪ Proficient in information technology and records management</li> <li>▪ Filipino citizen of good moral character</li> <li>▪ Positive work attitude</li> <li>▪ Preferably a 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 20,110.00	184	<ul style="list-style-type: none"> <li>▪ Completion of 2 years of studies in college (prior to 2018) or Completion of Grade 12 / Senior High School (starting 2016)</li> <li>▪ Career Service Sub Professional / First level Eligibility</li> <li>▪ With basic competency in oral and written communication and records management</li> <li>▪ With proven honesty and integrity</li> <li>▪ Proficient in information technology and records management</li> <li>▪ Filipino citizen of good moral character</li> <li>▪ Positive work attitude</li> <li>▪ Preferably a resident of the City of Batac, Ilocos Norte</li> </ul>
<b>Revenue Collection Clerk I</b>	05	Php 17,866.00	201 204	<ul style="list-style-type: none"> <li>▪ Completion of 2 years of studies in college (prior to 2018) or Completion of Grade 12 / Senior High School (starting 2016)</li> <li>▪ Career Service Sub Professional / First level Eligibility</li> <li>▪ With basic competency in oral and written communication and records management</li> <li>▪ With proven honesty and integrity</li> <li>▪ Proficient in information technology and records management</li> <li>▪ Filipino citizen of good moral character</li> <li>▪ Positive work attitude</li> <li>▪ Preferably a resident of the City of Batac, Ilocos Norte</li> </ul>



OFFICE OF THE CITY ASSESSOR				
POSITION	SALARY GRADE	MONTHLY SALARY	ITEM NO.	QUALIFICATIONS
City Government Assistant Department Head I (Assistant City Assessor)	23	Php 87,315.00	210	<ul style="list-style-type: none"> <li>Bachelor's degree preferably Civil or Mechanical Engineering, Commerce or any other related course</li> <li>At least 3 years of experience in real property assessment work or in any related field</li> <li>Holder of RA 1080 (Real Estate Appraiser)</li> <li>Must demonstrate exemplary competency level in leadership and management, oral and written communication, service orientation, creative and analytical thinking, planning, initiative skills, active listening and social perceptiveness</li> <li>With integrity and exercises high level of proficiency to his/her duties and responsibilities</li> <li>Filipino citizen of good moral character</li> <li>Positive work attitude</li> <li>Must be a resident of the City of Batac, Ilocos Norte (Certificate of Residency)</li> </ul>

OFFICE OF THE CITY HEALTH OFFICER				
POSITION	SALARY GRADE	MONTHLY SALARY	ITEM NO.	QUALIFICATIONS
Nurse I	15	Php 40,208.00	235	<ul style="list-style-type: none"> <li>Bachelor of Science in Nursing</li> <li>Preferably with relevant training and experience in healthcare and clinical work</li> <li>Holder of RA 1080 (Nurse)</li> <li>Willing to work on graveyard shift</li> <li>Can work under pressure</li> <li>With active listening, social perceptiveness, service orientation, speaking and coordination skills</li> <li>Filipino citizen of good moral character</li> <li>Positive work attitude</li> <li>Preferably a resident of the City of Batac, Ilocos Norte</li> </ul>
Medical Officer III	21	Php 70,013.00	250	<ul style="list-style-type: none"> <li>Doctor of Medicine</li> <li>Holder of RA 1080 (Physician)</li> <li>With relevant experience and training is an advantage</li> <li>Willing to work on a graveyard shift</li> <li>Must demonstrate exemplary competency level in leadership and management, oral and written communication, service orientation, creative and analytical thinking, planning, initiative skills, active listening and social perceptiveness</li> <li>Filipino citizen of good moral character</li> <li>Positive work attitude</li> <li>Preferably a resident of the City of Batac, Ilocos Norte</li> </ul>



OFFICE OF THE CITY ENGINEER				
POSITION	SALARY GRADE	MONTHLY SALARY	ITEM NO.	QUALIFICATIONS
<b>Administrative Aide IV (Clerk II)</b>	04	Php 16,833.00	307	<ul style="list-style-type: none"> <li>▪ Completion of 2 years of studies in college (prior to 2018) or Completion of Grade 12 / Senior High School (starting 2016)</li> <li>▪ Career Service Sub Professional / First level Eligibility</li> <li>▪ With basic competency in oral and written communication and records management</li> <li>▪ Proficient in information technology and records management</li> <li>▪ Filipino citizen of good moral character</li> <li>▪ Positive work attitude</li> <li>▪ Preferably a resident of the City of Batac, Ilocos Norte</li> </ul>
<b>Heavy Equipment Operator I</b>	04	Php 16,833.00	333	<ul style="list-style-type: none"> <li>▪ High School Graduate (prior to 2016) or Completion of Grade 10/ Junior High School (starting 2016) or Completion of relevant vocational/ trade course</li> <li>▪ With experience in heavy equipment operation is an advantage</li> <li>▪ Relevant TESDA Trade test is an advantage</li> <li>▪ Preferably with Heavy Equipment Operator Eligibility – Category II (MC 10,s. 2013)</li> <li>▪ Filipino citizen of good moral character</li> <li>▪ Positive work attitude</li> <li>▪ Preferably a resident of the City of Batac, Ilocos Norte</li> </ul>
<b>Administrative Aide IV (Mechanic)</b>	04	Php 16,833.00	334	<ul style="list-style-type: none"> <li>▪ High School Graduate (prior to 2016) or Completion of Grade 10/ Junior High School (starting 2016) or Completion of relevant vocational/ trade course</li> <li>▪ With relevant experience is an advantage</li> <li>▪ Relevant TESDA Trade Certificate is an advantage</li> <li>▪ Preferably with Mechanic (Automotive Servicing) (MC 11 s.1996 - Cat II as amended) eligibility</li> <li>▪ Filipino citizen of good moral character</li> <li>▪ Positive work attitude</li> <li>▪ Preferably a resident of the City of Batac, Ilocos Norte</li> </ul>
<b>Administrative Aide IV (Driver II)</b>	04	Php 16,833.00	337 338	<ul style="list-style-type: none"> <li>▪ High School Graduate (prior to 2016) or Completion of Grade 10/ Junior High School (starting 2016) or Completion of relevant vocational/ trade course</li> <li>▪ With driving experience is an advantage</li> <li>▪ MC 11 s. 1996 as amended -Category IV (Holder of Professional Driver's License)</li> <li>▪ Exhibits physical and mental alertness and willing to work on graveyard shift</li> <li>▪ Filipino citizen of good moral character</li> <li>▪ Positive work attitude</li> <li>▪ Preferably a resident of the City of Batac, Ilocos Norte</li> </ul>



The City Government of Batac highly encourages all interested and qualified applicants to apply; which include persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion and political affiliation.

The City Government of Batac does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP).

Qualified and interested applicants must apply at the Office of the City Human Resource Management Officer, Second Floor, City Hall Building, City of Batac, Ilocos Norte on or before **March 27, 2026** or send **COMPLETE APPLICATION REQUIREMENTS** via email at [applicants.chrmobatac@gmail.com](mailto:applicants.chrmobatac@gmail.com).

**Application requirements (THREE COPIES):**

1. Application Letter addressed to Honorable Mark Christian "Markee" R. Chua, City Mayor;
2. Notarized and fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2025); digitally signed or electronically signed (*Forms are downloadable at CSC Website*);
3. Original copy, authenticated copy, certified true copy, photocopy, scanned copy, or site/screen capture of the eligibility using the Civil Service Eligibility Verification System (CVES), Licensure Examination and Registration Information System (LERIS) of the Professional Regulations Commission (PRC) or Supreme Court of the Philippines (SC) Lawyer's List of any one of the following:
  - a. Report of rating (Professional Regulation Commission (PRC) or Certification of Board Rating) or
  - b. License (PRC) or
  - c. Certificate of Admission to the Bar or
  - d. Eligibility Card
4. Certified True Copy of Transcript of Records or Diploma (*whichever is required for the position*);
5. Certified True Copy of Certificate of Units Earned if Masters Degree is still on-going and Certified True Copy of Transcript of Records if already graduated;
6. Photocopy of Performance rating in the last rating period (*if applicable*); and
7. Photocopy of Certificate of Work Experience / Certificate of Employment (*if applicable*)

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

Prepared by:

**MARLON F. SORIA**  
City Human Resource Management Officer

Noted by:

**MARK CHRISTIAN "MARKEE" R. CHUA**  
City Mayor

Date: 10 March 2026