

Republic of the Philippines
Province of Negros Occidental
City of San Carlos
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of LGU San Carlos City, Negros Occidental in the CSC website:

GERARDO P. VALMAYOR, JR.

CITY MAYOR

San Carlos City, Negros Occidental

Date: June 28, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	LOCAL TREASURY OPERATIONS OFFICER IV	26	22	669,372	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility		City Treasurer's Office, LGU-San Carlos, Negros Occidental
2	REVENUE COLLECTION CLERK I	52	5	153,684	Completion of two years studies in College	None required	None required	Career Service (Subprofessional) First Level Eligibility		City Treasurer's Office, LGU-San Carlos, Negros Occidental
3	STATISTICIAN II	59	15	348,120	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		City Health Office, LGU-San Carlos, Negros Occidental
4	RECORDS OFFICER I	62	10	224,616	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility		City Health Office, LGU-San Carlos, Negros Occidental
5	UTILITY WORKER II	68	3	142,968	Must be able to read and write	None required	None required	None Required (MC 10, s. 2013 - Cat. III)		City Health Office, LGU-San Carlos, Negros Occidental
6	BOOKBINDER I	32	2	127,680	Elementary School Graduate	None required	None required	None Required (MC 10, s. 2013 - Cat. III)		City Mayor's Office, LGU-San Carlos, Negros Occidental
7	ADMINISTRATIVE AIDE II	128	2	127,680	Must be able to read and write/Elementary School Graduate	None Required	None Required	None Required		City Mayor's Office, LGU-San Carlos, Negros Occidental

8	ADMINISTRATIVE AIDE II	129	2	127,680	Must be able to read and write/Elementary School Graduate	None Required	None Required	None Required		City Mayor's Office, LGU-San Carlos, Negros Occidental
9	DRIVER II	125	4	144,480	Elementary School Graduate	None required	None required	Professional Driver's License (MC 10,s.2013 - Cat. IV)		City Mayor's Office, LGU-San Carlos, Negros Occidental
10	ADMINISTRATIVE AIDE IV (STOREKEEPER I)	124	4	144,480	Elementary School Graduate	None required	None required	None Required (MC 10, s. 2013 - Cat. III)		City Mayor's Office, LGU-San Carlos, Negros Occidental
11	ADMINISTRATIVE ASSISTANT VI (COMPUTER OPERATOR III)	123	12	252,504	Completion of two years studies in College or High School Graduate with relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional)/ Data Encoder (MC 11, s.1996 - Cat. I) First Level Eligibility		City Mayor's Office, LGU-San Carlos, Negros Occidental
12	ADMINISTRATIVE ASSISTANT I (BOOKBINDER III)	122	7	173,892	Elementary School Graduate	None required	None required	None Required (MC 10, s. 2013 - Cat. III)		City Mayor's Office, LGU-San Carlos, Negros Occidental
13	LICENSE INSPECTOR II	121	8	185,616	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		City Mayor's Office, LGU-San Carlos, Negros Occidental

Note: These positions are open to all qualified applicants regardless of age, gender, sexual orientation and gender identity, civil status, disability, religion, ethnicity or political affiliation. 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 20, 2018**.

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;
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

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

GERARDO P. VALMAYOR, JR.
 CITY MAYOR
 CITY HALL, FC LEDESMA AVENUE, SAN CARLOS CITY,
 NEGROS OCCIDENTAL 6127
ohrm.sancarlos@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.