

Republic of the Philippines
Province of Negros Occidental
City of San Carlos

VACANT POSITION

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment	
					Education	Training	Experience	Eligibility	Other Requirements of the Position		Competency (if applicable)
1	CITY BUDGET OFFICER	1	SG 25	939,804.00	A HOLDER OF A COLLEGE DEGREE PREFERABLY IN ACCOUNTING, ECONOMICS, PUBLIC ADMINISTRATION OR ANY RELATED COURSE FROM A RECOGNIZED COLLEGE OR UNIVERSITY	NONE REQUIRED	5 YEARS EXPERIENCE IN GOVERNMENT BUDGETING OR IN ANY RELATED FIELD	A HOLDER OF A FIRST GRADE CIVIL SERVICE ELIGIBILITY OR ITS EQUIVALENT	A RESIDENT OF THE LOCAL GOVERNMENT UNIT CONCERNED AND OF GOOD MORAL CHARACTER		City Budget and Management Office, LGU-SanCarlos,NegOcc.

Note: The position is 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 **June 29, 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.