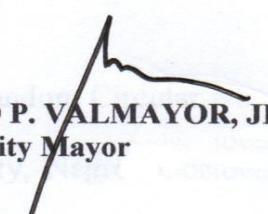


Republic of the Philippines
Province of Negros Occidental
City of San Carlos
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

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


GERARDO P. VALMAYOR, JR.
City Mayor
San Carlos City, Negros Occidental
Date: September 15, 2017

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	Market Supervisor I	10	10	207,672.00	Bachelor's Degree	None required	None required	Career Service (Professional)		CTO, San Carlos City, NegOcc.
2	Driver II	10	4	138,564.00	Elementary School Graduate	None required	None required	Professional Driver's License		CTO, San Carlos City, NegOcc.
3	Admin Aide III (UW II)	25	3	129,816.00	Must be able to read & write	None required	None required	None required		PMSD, San Carlos City, NegOcc.
4	Draftsman I	76	6	157,896.00	Completion of 2 years studies in college or High School Graduate w/ relevant vocational/ trade course	None required	None required	Draftsman (CSC MC NO.10,S.2013-Category II)		CED, San Carlos City, NegOcc.
5	Laboratory Technician I	80	6	157,896.00	Completion of 2 years studies in college	None required	None required	Laboratory Technician (CSC MC NO.10,S.2013-Category II)		CED, San Carlos City, NegOcc.
6	Project Development Officer IV	5	22	601,728.00	Bachelor's degree relevant to the job	3 yrs of rel. exp	16 hrs of rel. training	Career Service (Professional)		CPDCO, San Carlos City, NegOcc.
7	Admin Asst I (Computer Operator I)	106	7	177,420.00	Completion of 2 years studies in college or High School Graduate w/ relevant vocational/trade course	None required	None required	CS Subprof/ Data Encoder		CHOSP, San Carlos City, NegOcc.

8	Medical Equipment Technician I	96	6	166,212.00	Completion of relevant 2 years studies in college or Completion of relevant medical laboratory technician course	None required	None required	Medical Equipment Technician (CSC MC NO.10,S.2013- Category II)	CHOSP, San Carlos City, NegOcc.
9	Managment & Audit Analyst IV	3	22	601,728.00	Bachelor's degree relevant to the job	3 yrs of rel. exp	16 hrs of rel. training	Career Service (Professional)	OCA, San Carlos City, NegOcc.
10	Accountant III	12	19	446,316.00	Bachelor's degree in Commerce/Business Administration major in Accounting	2 years of relevant experience	8 hours of relevant training	RA 1080 (CPA)	OCA, San Carlos City, NegOcc.
11	Administrative Aide II	23	2	121,608.00	Must be able to read and write/Elementary school graduate	None Required	None Required	None Required	OCA, San Carlos City, NegOcc.
12	Clerk I	5	3	129,816.00	Completion of 2 years studies in college	None required	None required	Career Service (Sub-Professional)	CTO, San Carlos City, NegOcc.
13	Internal Auditor I	17	11	223,668.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)	CMO, San Carlos City, NegOcc.
14	Bookbinder I	9	2	121,608.00	Elem. School Graduate	None required	None required	None required	CAO, San Carlos City, NegOcc.
15	Administrative Aide II	6	2	121,608.00	Must be able to read and write/Elementary School Graduate	None Required	None Required	None Required	CAO, San Carlos City, NegOcc.

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 **September 30, 2017**.

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.