

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

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the LGU San Carlos City, Negros Occidental in the CSC website:

  
**ATTY. MA. CHAT DELIMA-CORDERO**  
City Government Department Head I -  
OHRM LGU San Carlos, Negros  
Occidental  
Date: 07/10/2024

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	ADMINISTRATIVE ASSISTANT VI (COMPUTER OPERATOR III)	3	12	27,707	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/ First Level Eligibility/Data Encoder Eligibility		City Administrator's Office, LGU San Carlos City, Negros Occidental
2	ADMINISTRATIVE AIDE IV (BOOKBINDER II)	5	4	14,807	Elementary School Graduate	None required	None required	None required (CSC MC 11, s. 1996, as amended by CSC MC 10, s. 2013 - Cat. III)		City Administrator's Office, LGU San Carlos City, Negros Occidental
3	ENGINEER III	35	19	48,789	Bachelor's degree in Engineering relevant to the job	8 hours of relevant training	2 years of relevant experience	Relevant RA 1080, as amended, (Engineer)		City Agriculture's Office, LGU San Carlos City, Negros Occidental
4	ADMINISTRATIVE AIDE IV (BOOKBINDER II)	5	4	14,807	Elementary School Graduate	None required	None required	None required (CSC MC 11, s. 1996, as amended by CSC MC 10, s. 2013 - Cat. III)		City Assessor's Office, LGU San Carlos City, Negros Occidental
5	ADMINISTRATIVE AIDE IV (STOREKEEPER I)	6	4	14,807	Elementary School Graduate	None required	None required	None required (CSC MC 11, s. 1996, as amended by CSC MC 10, s. 2013 - Cat. III)		City Assessor's Office, LGU San Carlos City, Negros Occidental

6	<b>ADMINISTRATIVE AIDE III (UTILITY WORKER II)</b>	12	3	13,944	Must be able to read and write	None required	None required	None required (CSC MC 11, s. 1996, as amended by CSC MC 10, s. 2013 - Cat. III)		City Assessor's Office, LGU San Carlos City, Negros Occidental
7	<b>TAX MAPPING AIDE</b>	20	4	14,807	High School Graduate or Completion of relevant vocational/trade course	None required	None required	None required (CSC MC 11, s. 1996, as amended by CSC MC 10, s. 2013 - Cat. III)		City Assessor's Office, LGU San Carlos City, Negros Occidental
8	<b>ENGINEER I</b>	18	12	27,707	Bachelor's degree in Engineering relevant to the job	None required	None required	Relevant RA 1080, as amended, (Engineer)		City Engineering Department, LGU San Carlos City, Negros Occidental

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9	<b>LABORER II</b>	4	3	13,944	Must be able to read and write	None required	None required	None required (CSC MC 11, s. 1996, as amended by CSC MC 10, s. 2013 - Cat. III)		City Engineering Department (Parks and Plaza), LGU San Carlos City, Negros Occidental
10	<b>MEDICAL OFFICER III</b>	3	21	63,997	Doctor of Medicine	None required	None required	RA 1080, as amended, (Physician)		San Carlos City Primary Care Facility (San Carlos City Health Office), LGU San Carlos, Negros Occidental
11	<b>MEDICAL OFFICER III</b>	4	21	63,997	Doctor of Medicine	None required	None required	RA 1080, as amended, (Physician)		San Carlos City Primary Care Facility (San Carlos City Health Office), LGU San Carlos, Negros Occidental
12	<b>SUPERVISING ADMINISTRATIVE OFFICER (ADMINISTRATIVE OFFICER IV)</b>	72	22	71,511	Bachelor's degree relevant to the job	16 hours of relevant training	4 years of relevant experience	Career Service Professional/ Second Level Eligibility		San Carlos City Primary Care Facility (San Carlos City Health Office), LGU San Carlos, Negros Occidental
13	<b>ADMINISTRATIVE AIDE IV (CLERK II)</b>	38	4	14,807	Completion of two years studies in College	None required	None required	Career Service Subprofessional/ First Level Eligibility		City Mayor's Office, LGU San Carlos City, Negros Occidental
14	<b>ADMINISTRATIVE OFFICER III (RECORDS OFFICER II)</b>	20	14	32,151	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional/ Second Level Eligibility		General Services Department, LGU San Carlos City, Negros Occidental
15	<b>MEDICAL SPECIALIST II</b>	19	23	80,003	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080, as amended, (Physician)		San Carlos City Hospital, LGU San Carlos City, Negros Occidental

16	<b>NURSE I</b>	46	15	36,619	Bachelor of Science in Nursing	None required	None required	RA 1080, as amended, (Nurse)		San Carlos City Hospital, LGU San Carlos City, Negros Occidental
17	<b>ADMINISTRATIVE AIDE IV (ACCOUNTING CLERK I)</b>	12	4	14,807	Completion of two years studies in College	None required	None required	Career Service Subprofessional/ First Level Eligibility		Office of the City Accountant, LGU San Carlos City, Negros Occidental
18	<b>ADMINISTRATIVE AIDE IV (ACCOUNTING CLERK I)</b>	13	4	14,807	Completion of two years studies in College	None required	None required	Career Service Subprofessional/ First Level Eligibility		Office of the City Accountant, LGU San Carlos City, Negros Occidental
19	<b>ADMINISTRATIVE AIDE II (BOOKBINDER I)</b>	14	2	13,128	Elementary School Graduate	None required	None required	None required (CSC MC 11, s. 1996, as amended by CSC MC 10, s. 2013 - Cat. III)		Office of the City Accountant, LGU San Carlos City, Negros Occidental
20	<b>ADMINISTRATIVE AIDE II (BOOKBINDER I)</b>	25	2	13,128	Elementary School Graduate	None required	None required	None required (CSC MC 11, s. 1996, as amended by CSC MC 10, s. 2013 - Cat. III)		Office of the City Accountant, LGU San Carlos City, Negros Occidental
21	<b>ADMINISTRATIVE AIDE II (BOOKBINDER I)</b>	33	2	13,128	Elementary School Graduate	None required	None required	None required (CSC MC 11, s. 1996, as amended by CSC MC 10, s. 2013 - Cat. III)		Office of the City Accountant, LGU San Carlos City, Negros Occidental
22	<b>ADMINISTRATIVE AIDE IV (BOOKBINDER II)</b>	41	4	14,807	Elementary School Graduate	None required	None required	None required (CSC MC 11, s. 1996, as amended by CSC MC 10, s. 2013 - Cat. III)		Office of the City Accountant, LGU San Carlos City, Negros Occidental
23	<b>ADMINISTRATIVE AIDE II (MESSENGER)</b>	45	2	13,128	Elementary School Graduate	None required	None required	None required (CSC MC 11, s. 1996, as amended by CSC MC 10, s. 2013 - Cat. III)		Office of the City Accountant, LGU San Carlos City, Negros Occidental

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24	<b>ADMINISTRATIVE AIDE III (CLERK I)</b>	4	3	13,944	Completion of two years studies in college	None required	None required	Career Service Subprofessional/ First Level Eligibility		Office of the City Civil Registrar, LGU San Carlos City, Negros Occidental
25	<b>MARKET SUPERVISOR II</b>	3	14	32,151	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional/ Second Level Eligibility		Public Market and Slaughterhouse Department, LGU San Carlos City, Negros Occidental
26	<b>ADMINISTRATIVE AIDE VI (UTILITY FOREMAN)</b>	5	6	16,675	Elementary School Graduate	None required	None required	None required (CSC MC 11, s. 1996, as amended by CSC MC 10, s. 2013 - Cat. III)		Public Market and Slaughterhouse Department, LGU San Carlos City, Negros Occidental

27	ADMINISTRATIVE AIDE IV (DRIVER II)	14	4	14,807	Elementary School Graduate	None required	None required	Professional Driver's License (CSC MC 11, s. 1996, as amended by CSC MC 10, s. 2013 - Cat. IV)		Public Market and Slaughterhouse Department, LGU San Carlos City, Negros Occidental
28	PARKING AIDE II	20	4	14,807	Elementary School Graduate	None required	None required	None required (CSC MC 11, s. 1996, as amended by CSC MC 10, s. 2013 - Cat. III)		Public Market and Slaughterhouse Department, LGU San Carlos City, Negros Occidental
29	PARKING AIDE II	21	4	14,807	Elementary School Graduate	None required	None required	None required (CSC MC 11, s. 1996, as amended by CSC MC 10, s. 2013 - Cat. III)		Public Market and Slaughterhouse Department, LGU San Carlos City, Negros Occidental
30	PARKING AIDE II	22	4	14,807	Elementary School Graduate	None required	None required	None required (CSC MC 11, s. 1996, as amended by CSC MC 10, s. 2013 - Cat. III)		Public Market and Slaughterhouse Department, LGU San Carlos City, 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 26, 2024.**

- 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](http://www.csc.gov.ph);
- 2. Certified True Copy of Performance Rating in the last rating period;
- 3. Scanned/Photocopy of the Authenticated Certificate of eligibility or PRC license and ratings;
- 4. Scanned/Certified True Copies of Certificates of Training/Seminars;
- 5. Scanned/Certified True Copies of Certificates of Employment/Service Record and
- 6. Scanned/Certified True Copies of Transcript of Records.

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

**ATTY. MA. CHAT H. DELIMA-CORDERO**  
City Government Department Head I - OHRM

2/F OFFICE FOR HUMAN RESOURCE MANAGEMENT, CITY HALL, FC LEDESMA AVENUE, SAN CARLOS CITY,  
NEGROS OCCIDENTAL 6127  
[ohrm.sancarlos@gmail.com](mailto:ohrm.sancarlos@gmail.com)

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