

Republic of the Philippines
CITY GOVERNMENT OF ALAMINOS
Request for Publication of Vacant Position

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the vacant position, which are authorized to be filled, at the City Government of Alaminos in the CSC website:

RECEIVED
Office/Unit: <u>CSC FO Western Pangasinan</u>
Transaction No. <u>WPFO-</u>
Date and Time: <u>OCT 22 2021</u>
Received by: <u><i>[Signature]</i></u> GERALD E. BONIOL WILMA B. NERI
Remarks: _____

Date: October 21, 2021

7426

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	
1	Administrative Assistant VI (Computer Operator III)	2021-148	12/1	22,144.00	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	CS Sub-professional/Data Encoder (MC 11, s. 96-Cat.I)	Integrity Resiliency Innovation Spirituality Excellence	City General Services Office
2	Administrative Assistant III (Electrician Foreman)	2021-150	9/1	16,654.00	High School Graduate or Completion of relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Electrician	Integrity Resiliency Innovation Spirituality Excellence	City General Services Office
3	Administrative Aide VI (Utility Foreman)	2021-154	6/1	13,770.00	Elementary School Graduate	None required	None required	None required	Integrity Resiliency Innovation Spirituality Excellence	City General Services Office
4	Administrative Aide III (Utility Worker II(A))	2021-160	3/1	11,536.00	Must be able to read and write	None required	None required	None required	Integrity Resiliency Innovation Spirituality Excellence	City General Services Office
5	Midwife II	2021-311	11/1	23,877.00	Completion of Midwifery Course	4 hours of relevant training	1 year of relevant experience	RA 1080	Integrity Resiliency Innovation Spirituality Excellence	City Health Office
6	Midwife II	2021-312	11/1	23,877.00	Completion of Midwifery Course	4 hours of relevant training	1 year of relevant experience	RA 1080	Integrity Resiliency Innovation Spirituality Excellence	City Health Office

7	Midwife III	2021-306	13/1	28,276.00	Completion of Midwifery Course	8 hours of relevant training	2 years of relevant experience	RA 1080	Integrity Resiliency Innovation Spirituality Excellence	City Health Office
8	Medical Officer III (A)	2021-299	21/1	60,901.00	Doctor of Medicine	None required	None required	RA 1080	Integrity Resiliency Innovation Spirituality Excellence	City Health Office
9	Administrative Aide III (Driver I)	2021-407	3/1	11,536.00	Elementary School Graduate	None required	None required	Professional Driver's License	Integrity Resiliency Innovation Spirituality Excellence	City Veterinary Office
10	Ticket Checker I	2021-416	3/1	11,536.00	High School Graduate	None required	None required	None required	Integrity Resiliency Innovation Spirituality Excellence	City Veterinary Office
11	Meat Inspector III	2021-412	11/1	23,877.00	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	CS Sub-professional	Integrity Resiliency Innovation Spirituality Excellence	City Veterinary Office
12	Agricultural Technician II	2021-378	8/1	15,513.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-professional	Integrity Resiliency Innovation Spirituality Excellence	City Agriculture Office
13	Supervising Administrative Officer (Budget Officer IV)	2021-207	22/1	58,153.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS Professional	Integrity Resiliency Innovation Spirituality Excellence	City Budget Officer
14	Administrative Aide II (Messenger)	2021-012	2/1	10,872.00	Elementary School Graduate	None required	None required	None required	Integrity Resiliency Innovation Spirituality Excellence	City Record's Section
15	Administrative Officer V (HRMO III)	2021-118	18/1	37,129.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS Professional	Integrity Resiliency Innovation Spirituality Excellence	City Human Resource Management Office

16	Supervising Administrative Officer	2021-235	22/1	58,153.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS Professional	Integrity Resiliency Innovation Spirituality Excellence	City Treasurer's Office
17	Administrative Assistant VI (Computer Operator III)	2021-249	12/1	22,144.00	Completion of 2 years studies in College or High School Graduate with relevant vocationla/trade course	8 hours of relevant training	2 years of relevant experience	CS Sub-professional/Data Encoder (MC 11, s. 96-Cat.I)	Integrity Resiliency Innovation Spirituality Excellence	City Treasurer's Office

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 **November 6, 2021**.

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 rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license
4. Photocopy of Transcript of Records.
5. Training Certificates
6. Certificate of Work Experience
7. Certificate of Awards & Recognitions from School, Work, or other Agencies/Organizations
8. Certificate of Membership or Participation to NGO Activities



NOTE:

All applicants may apply regardless of race, age, color, physical appearance, ancestry, ethnicity, national origin, cultural mores, political affiliations or opinions, sex, religion or belief, marital status, parental roles, sexual orientation, genetic information or disability

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

WILMA B. NERI

City Government Department Head I

Poblacion, Alaminos City, Pangasinan

alaminoschrmorsp@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.