

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 positions, which are authorized to be filled, at the City Government of Alaminos in the CSC website:


EMELOU E. GELLADO, Ed.D.
City Government Department Head I

Date: **March 9, 2023**

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards			Eligibility	Competency	Place of Assignment
					Education	Training	Experience			
1	Recreation and Welfare Services Officer III	2023-379	15/1	31,126.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS Professional/Second Level Eligibility	Integrity Resiliency Innovation Spirituality Excellence	City Social Welfare & Development Office
2	Architect II	2023-458	16/1	33,721.00	Bachelor's degree in Architecture	4 hours of relevant training	1 year of relevant experience	RA 1080	Integrity Resiliency Innovation Spirituality Excellence	City Engineering Office
3	City Government Assistant Department Head I	2023-385	23/1	68,003.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Relevant RA 1080 (Remarks: CSC MC1, s. 2013)	Integrity Resiliency Innovation Spirituality Excellence	City Agriculture Office
4	Engineer II	2023-459	16/1	33,721.00	Bachelor's degree in Engineering relevant to the job	4 hours of relevant training	1 year of relevant experience	RA 1080	Integrity Resiliency Innovation Spirituality Excellence	City Engineering Office
5	Administrative Officer IV (Information Officer II)	2023-300	15/1	31,126.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS Professional/Second Level Eligibility	Integrity Resiliency Innovation Spirituality Excellence	City Information Office
6	Process Server	2023-310	5/1	14,062.00	High School Graduate	None required	None required	None required (MC 11, s. 96 - Cat III)	Integrity Resiliency Innovation Spirituality Excellence	City Legal Office
7	Nursing Attendant I	2023-348	4/1	15,586.00	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat III)	Integrity Resiliency Innovation Spirituality Excellence	City Health Office

8	Tourism Operations Officer I	2023-491	11/1	22,950.00	Bachelor's degree in tourism, business, law, economics, marketing, public administration, or other related fields	None required	None required	None required	Integrity Resiliency Innovation Spirituality Excellence	City Tourism Office
9	Administrative Aide IV (Bookbinder II)	2023-155	4/1	13,248.00	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat III)	Integrity Resiliency Innovation Spirituality Excellence	City Civil Registry Office
10	Administrative Aide I (Utility Worker I)	2023-177	1/1	11,050.00	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat III)	Integrity Resiliency Innovation Spirituality Excellence	City General Services Office
11	Ticket Checker	2023-267	3/1	12,476.00	High School Graduate	None required	None required	None required (MC 11, s. 96 - Cat III)	Integrity Resiliency Innovation Spirituality Excellence	City Treasurer's Office
12	Local Assessment Operations Officer IV	2023-280	22/1	60,784.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	CS Professional/Second Level Eligibility	Integrity Resiliency Innovation Spirituality Excellence	City Assessor's Office
13	Local Revenue Collection Officer III	2023-250	18/1	39,716.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS Professional/Second Level Eligibility	Integrity Resiliency Innovation Spirituality Excellence	City Treasurer's Office
14	Administrative Assistant III (Computer Operator II)	2023-231	9/1	18,029.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional) Data Encoder (MC 11, s. 96-Cat I) First Level Eligibility	Integrity Resiliency Innovation Spirituality Excellence	City Accountant's Office
15	Local Assessment Operations Officer III	2023-281	18/1	39,716.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS Professional/Second Level Eligibility	Integrity Resiliency Innovation Spirituality Excellence	City Assessor's Office
16	Aquaculturist I	2023-406	11/1	22,950.00	Bachelor's degree relevant to the job	None required	None required	CS Professional/Second Level Eligibility	Integrity Resiliency Innovation Spirituality Excellence	City Agriculture Office
17	Supervising Administrative Officer (Budget Officer IV)	2023-223	22/1	60,784.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS Professional/Second Level Eligibility	Integrity Resiliency Innovation Spirituality Excellence	City Budget Office
18	Administrative Aide II (Messenger)	2023-013	2/1	11,746.00	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat I)	Integrity Resiliency Innovation Spirituality Excellence	City Record's Section

19	Administrative Officer V (Budget Officer III)	2023-215	18/1	39,716.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional/Second Level Eligibility	Integrity Resiliency Innovation Spirituality Excellence	City Budget Office
20	Administrative Aide IV (Driver II)	2023-203	4/1	13,248.00	Elementary School Graduate	None required	None required	Professional Driver's License (MC 11, s. 96 Cat II)	Integrity Resiliency Innovation Spirituality Excellence	City General Services Office
21	Administrative Aide III (Driver I)	2023-208	3/1	12,476.00	Elementary School Graduate	None required	None required	Professional Driver's License (MC 11, s. 96 Cat II)	Integrity Resiliency Innovation Spirituality Excellence	City General Services Office
22	Librarian III	2023-525	18/1	39,716.00	Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/Arts major	8 hours of relevant training	2 years of relevant experience	RA 1080	Integrity Resiliency Innovation Spirituality Excellence	City Library
24	Nurse IV	2023-318	19/1	51,357.00	Bachelor of Science in Nursing	8 hours of relevant training	2 years of relevant experience	RA 1080	Integrity Resiliency Innovation Spirituality Excellence	City Health Office
24	Administrative Officer IV (Budget Officer II)	2023-216	15/1	31,126.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/Second Level Eligibility	Integrity Resiliency Innovation Spirituality Excellence	City Budget 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 **March 24, 2023**.

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

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

EMELOU E. GELLADO, Ed. D.
 City Government Department Head I
 Poblacion, Alaminos City, Pangasinan
alaminoschrmorsp@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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