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| 16 | Administrative Aide III | 3 | 3 | 12466 | Completion of two-year studies in College or High School Graduate with relevant vocational/trade course | None required | None required | CS Sub-Professional/ 1st Level Eligibility | Persons with Disability Affairs Office |
| 17 | Tourism Operation Assistant | 3 | 7 | 15738 | Completion of 2 years studies in College | none required | none required | CS (Sub-professional)/ 1st level eligibility | Office of the City Mayor-Cultural Affairs and Tourism Office |
| 18 | Administrative Aide III (Driver I) | 4 | 3 | 12466 | Must be able to read and write/Elementary School Graduate | none required | none required | Driver's License Relevant MC 11 s. 1936 | Office of the City Mayor-Cultural Affairs and Tourism Office |
| 19 | Administrative Aide IV (Bookbinder II) | 6-1/6-2 | 4 | 13214 | Elementary School Graduate | None required | None required | None required (MC 11, s.36-Cst.III) | City Legal Office |
| 20 | Administrative Aide VI (Utility Foreman) | 25-4/25-5 | 6 | 14847 | Elementary School Graduate | None required | None required | None required (MC 11, s.36-Cst.III) | Office of the City Mayor |
| 21 | Administrative Aide IV (Reproduction Machine Operator II) | 29-3/29-4 | 4 | 13214 | Elementary School Graduate | None required | None required | None required (MC 11, s.36-Cst.III) | Office of the City Mayor |
| 22 | Administrative Aide IV (Bookbinder II) | 30-4 | 4 | 13214 | Elementary School Graduate | None required | None required | None required (MC 11, s.36-Cst.III) | Office of the City Mayor |
| 23 | Administrative Aide III (Driver I) | 35 | 3 | 12466 | Elementary School Graduate | None required | None required | Driver's License Relevant MC 11 s. 1936 | Office of the City Mayor |

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| 24 | Administrative Aide IV (Park Attendant II) | 34 | 4 | 13214 | MUst be able to read and write | None required | None required | None required (MC 11, s.36-Cat.III) | Office of the City Mayor |
| 25 | Administrative Aide VI (Park Attendant III) | 26 | 6 | 14847 | MUst be able to read and write | None required | None required | None required (MC 11, s.36-Cat.III) | Office of the City Mayor |
| 26 | Administrative Aide VI (Utility Foreman) | 3-3 | 6 | 14847 | Elementary School Graduate | None required | None required | None required (MC 11, s.36-Cat.III) | Public Market Administration |
| 27 | Administrative Aide V (Carpenter II) | 10-4 | 5 | 14007 | Elementary School Graduate | None required | None required | Carpenter (MC 11, 36-Cat.I) | Public Market Administration |
| 28 | Administrative Assistant I (Reproduction Machine Operator III) | 12-3/12-4 | 7 | 15738 | Elementary School Graduate | None required | None required | None required (MC 11, s.36-Cat.III) | Office of the City Mayor-Business Permit and Licensing Office |
| 29 | Administrative Aide IV (Reproduction Machine Operator II) | 11-2/11-3/11-4/11-5 | 4 | 13214 | Elementary School Graduate | None required | None required | None required (MC 11, s.36-Cat.III) | City Treasurer's Office |
| 30 | Nursing Attendant II | 62-5/62-6 | 6 | 14847 | Elementary School Graduate | None required | None required | None required (MC 11, s.36-Cat.III) | Pasig City General Hospital |
| 31 | Nursing Attendant I | 63-25/63-26/63-27/63-28 | 4 | 13214 | Elementary School Graduate | None required | None required | None required (MC 11, s.36-Cat.III) | Pasig City General Hospital |
| 32 | Administrative Aide VI (Utility Foreman) | 8-1/8-2 | 6 | 14847 | Elementary School Graduate | None required | None required | None required (MC 11, s.36-Cat.III) | Pasig City General Hospital |
| 33 | Administrative Aide IV (Driver II) | 9 | 4 | 13214 | Elementary School Graduate | None required | None required | Driver's License (MC 11, s.36-Cat.III) | Pasig City General Hospital |

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| 34 | Laboratory Aide II | 10 | 4 | 13214 | Elementary School Graduate | None required | None required | None required (MC 11, s.36-Cat.III) | Pasig City General Hospital |
| 35 | Administrative Aide IV (Reproduction Machine Operator II) | 11 | 4 | 13214 | Elementary School Graduate | None required | None required | None required (MC 11, s.36-Cat.III) | Pasig City General Hospital |
| 36 | Administrative Aide IV (Bookbinder II) | 12-1/12-2/12-3 | 4 | 13214 | Elementary School Graduate | None required | None required | None required (MC 11, s.36-Cat.III) | Pasig City General Hospital |
| 37 | Administrative Aide IV (Storekeeper I) | 13 | 4 | 13214 | Elementary School Graduate | None required | None required | None required (MC 11, s.36-Cat.III) | Pasig City General Hospital |
| 38 | Administrative Aide VI (Utility Foreman) | 9-1/9-2/9-3/9-4/9-5/9-6/9-7/9-8 | 6 | 14847 | Elementary School Graduate | None required | None required | None required (MC 11, s.36-Cat.III) | City General Services Office |
| 39 | Administrative Aide V (Instrumentman) | 10-1/10-2/10-3/10-4 | 5 | 14007 | High School Graduate or Completion of relevant vocational/trade course | None required | None required | None required (MC 11, s.36-Cat.III) | City General Services Office |
| 40 | Administrative Aide V (Carpenter II) | 11-1/11-2/11-3/11-4/11-5/11-6/11-7/11-8/11/11-10/11-11 | 5 | 14007 | Elementary School Graduate | None required | None required | Carpenter (MC 11, 36-Cat.I) | City General Services Office |
| 41 | Administrative Aide IV (Bookbinder II) | 12 | 4 | 13214 | Elementary School Graduate | None required | None required | None required (MC 11, s.36-Cat.III) | City General Services Office |
| 42 | Administrative Aide IV (Driver II) | 13-1/13-2/13-3 | 4 | 13214 | Elementary School Graduate | None required | None required | Driver's License (MC 11, s.36-Cat. II) | City General Services Office |

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| 43 | Administrative Aide III (Laborer II) | 15 | 3 | 12466 | Must be able to read and write | None required | None required | None required (MC 11, s.36-Cat.III) | City General Services Office |
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Page 12

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| 44 | Administrative Aide IV (Metro Aide II) | 14-1/14-2/14-3/14-4/14-5/14-6/14-7/14-8/14-9/14-10/14-11/14-12/14-13/14-14/14-15/14-16/14-17/14-18/14-19/14-20/14-21/14-22/14-23/14-24/14-25/14-26/14-27/14-28/14-29/14-30/14-31/14-32/14-33/14-34/14-35/14-36/14-37/14-38/14-39/14-40/14-41/14-42/14-43/14-44/14-45/14-46/14-47/14-48/14-49/14-50/14-51/14-52/14-53/14-54/14-55/14-56/14-57/14-58 | 4 | 13214 | Must be able to read and write | None required | None required | None required (MC 11, s.36-Cat.III) | City General Services Office |
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Page 13

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| 45 | Administrative Aide IV (Metro Aide II) | 7-3/17-4/17-5/7-6/17-7/17-8/7-9/17-10/17-11/7-12/17-13/7-14/17-15/7-16/17-17/7-18/17-19/7-20/17-21/7-22/17-23/17-24/7-25/17-26/7-27/17-28/17-29/7-30/17-31/7-32/17-33/7-34/17-35/7-36/17-37/7-38/17-39/7-40/17-41/7-42/17-43/7-44/17-45/7-46/17-47/7-48/17-49/7-50/17-51/7-52/17-53/7-54/17-55 | 4 | 13214 | Must be able to read and write | None required | None required | None required (MC 11, s.36-Cat.III) | City Environment and Natural Resources 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 January 23, 2020.

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 last rating period** (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:

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| ELVIRA R. FLORES, MNSA, CESE |
| City Human Resource Dev't. Officer |
| City Government of Pasig |

Page 14

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Republic of the Philippines
CGO PASIG
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 CGO PASIG in the CSC website:

ELVIRA R. FLORES, MNSA, CESE
CITY HUMAN RESOURCE DEVT. OFFICER

Date: January 08, 2020

| 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 | City Government Department Head II (City Planning and Development Coordinator) | 1 | 26 | 107444 | College degree preferably in urban planning development studies. Economics, public administration, or any related course | None required | 5 years experience in development planning and in any related field | RA 1080 (Environment I Planner) | | City Planning and Development Office |
| 2 | City Government Dept. Head II (City Building Official Officer) | 1 | 26 | 107444 | Bachelor's degree in Architecture or Engineering | None required | 5 years experience in the practice of profession | RA 1080 (Engineering/ Architecture) | | Office of the City Building Official |
| 3 | Supervizing Labor and Employment Officer | 1 | 22 | 65313 | Bachelor's degree preferably in any of the following: Operations Management (OM); Human Resource Management (HRM); Human Resource Development (HRD); and/or allied fields | 16 hours of relevant training on employment facilitation | 3 years of experience in program management relative to employment facilitation | CS (Professional) / Second Level Eligibility | | Office of the City Mayor, Pasig Employment Service Office |
| 4 | City Government Assistant Department Head II (Assistant City Assessor) | 2 | 24 | 83,406.00 | Bachelor's degree in preferably in Civil or Mechanical Engineering, Commerce or any other related course | None required | 3 years experience in real property assessment work or in any related field immediately preceding the date of appointment | RA 1080 (Real Estate Service) | | Office of the City Assessor |
| | | | | | Bachelor's degree in | | 5 years experience | CS | | |

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| 5 | City Government Department Head II (City General Services Officer) | 1 | 26 | 107444 | Bachelor's degree in public Administration, Business Administration and Management | None required | 5 years experience in general services immediately preceding the date of appointment | CS (Professional) / Second Level Eligibility | | City General Services Office |
| 6 | City Government Asst. Dept. Head II (Asst. City Gen. Ser's. Ofcr. Asset Mgt.) | 2-1 | 24 | 83,406.00 | Bachelor's degree in public Administration, Business Administration and Management | None required | 5 years experience in general services immediately preceding the date of appointment | CS (Professional) / Second Level Eligibility | | City General Services Office |
| 7 | City Government Asst. Dept. Head II (Asst. City Gen. Ser's. Ofcr. Procurement & Supply) | 2-2 | 24 | 83,406.00 | Bachelor's degree in public Administration, Business Administration and Management | None required | 5 years experience in general services immediately preceding the date of appointment | CS (Professional) / Second Level Eligibility | | City General Services Office |
| 8 | City Government Department Head II (City Engineer) | 1 | 26 | 107444 | Bachelor's degree | None required | 5 years in the practice of profession immediately preceding the date of appointment | RA 1080 | | City Engineer's Office |
| 9 | City Government Department Head II (City Accountant) | 1 | 26 | 107444 | Bachelor's degree | None required | 5 years experience in treasury or accounting service immediately the date of appointment | RA 1080 | | City Accounting Office |
| 10 | Supervising Admin. Officer (Administrative Officer IV) | 1 | 22 | 65313 | Bachelor's degree | 16 hours of relevant training | 3 years of relevant training | CS Professional/ Second Level Eligibility | | Office of the City Mayor, Bahay Kalinga |

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| 11 | Supervising Tourism Operations Officer | 1 | 22 | 65319 | Bachelor's degree in tourism, business, law, economics, marketing, public administration or other related fields | DOT specific and mandatory trainings such as but not limited to the following: - Tourism Awareness and Capability Building Seminar for LGUs - Seminar on Disaster Risk Reduction and Management - Basic Tourism Statistics Training (BTST) - Local Tourism Guidebook Orientation and; - Seminar on Gender and Development Orientation. | 3 years of work experience and involvement in the tourism industry either in the private sector or the government | CS Professional/ Second Level Eligibility | Office of the City Mayor-Cultural Affairs and Tourism Office |
| 12 | City Government Assistant Department Head II (Assistant City Treasurer) | 2 | 24 | 83,406.00 | Bachelor's degree preferably in commerce, public administration or law | None required | 5 years in experience in treasury or accounting | CS Professional/ Basic Competency on Local Treasury Examination (BCLTE) | City Treasurer's Office |
| 13 | City Government Department Head II (Chief, CTDMO) | 1 | 26 | 107444 | Bachelor's degree relevant to the job | None required | 5 years relevant experience | CS Professional/ 2nd level eligibility | City Transportation Development and Management Office (CTDMO) |
| 14 | City Government Department Head II | 1 | 26 | 107444 | Bachelor's degree relevant to the job | None required | 5 years experience in the practice of profession | CS Professional/ 2nd level eligibility | Office of the City Mayor-Solid waste management Office |
| 15 | Administrative Aide V | 2 | 5 | 14007 | Completion of two-year studies in College or High School Graduate with relevant vocational/trade course | 4 hrs of relevant training | 1 yr of relevant experience | CS (Sub-Professional)/ 1st level eligibility | Persons with Disability Affairs Office |