

37	Administrative Assistant I (Reproduction Machine Operator III)	13-1/13-2	7	15738	Elementary School Graduate	None required	None required	None required (MC 11, s. 96-Cat. III)	Office of the City Assessor's
38	Administrative Aide V (Audio-Visual Equipment Operator II)	14-1/14-2/ 14-3	5	14007	High School Graduate or Completion of relevant vocational/trade course	None required	None required	None required (MC 11, s. 96-Cat. III)	Office of the City Assessor's
39	Administrative Aide VI (Utility Foreman)	8	6	14847	Elementary School Graduate	None required	None required	None required (MC 11, s. 96-Cat. III)	Pasig City Institute of Science & Technology
40	Administrative Assistant I (Reproduction Machine Operator III)	4-1/4-2	7	15738	Elementary School Graduate	None required	None required	None required (MC 11, s. 96-Cat. III)	Pasig City Library
41	Administrative Aide VI (Utility Foreman)	5	6	14847	Elementary School Graduate	None required	None required	None required (MC 11, s. 96-Cat. III)	Pasig City Library
42	Administrative Aide V (Audi-Visual Equipment Operator II)	6	5	14007	High School Graduate or Completion of relevant vocational/trade course	None required	None required	None required (MC 11, s. 96-Cat. III)	Pasig City Library
43	Administrative Aide IV (Bookbinder II)	7-2/7-3/7-4	4	13214	Elementary School Graduate	None required	None required	None required (MC 11, s. 96-Cat. III)	Pasig City Library
44	Administrative Aide (Bookbinder II)	5	4	13214	Elementary School Graduate	None required	None required	None required (MC 11, s. 96-Cat. III)	Pasig City Museum

45	Administrative Aide IV (Metro Aide II)	7/7-1	4	13214	Must be able to read and write	None required	None required	None required (MC 11, s. 96-Cat. III)	City Environment and Natural Resources Office
46	Administrative Aide V (Instrumentman)	6	5	14007	High School Graduate or Completion of relevant vocational/trade course	None required	None required	None required (MC 11, s. 96-Cat. III)	Pasig City Disaster Risk Reduction and Mngt. Office
47	Administrative Aide IV (Communication Equipment Optr. I)	7-1	4	13214	Completion of two years studies in college or High School Graduate with relevant vocational /Trade course	None required	None required	Appropriate License (MC 11, s. 96-Cat. II)	Pasig City Disaster Risk Reduction and Mngt. Office
48	Administrative Aide IV (Driver II)	7-3/7-4/7-5	4	13214	Elementary School Graduate	None required	None required	Driver's License (MC 11, s. 96-Cat. II)	Pasig City Disaster Risk Reduction and Mngt. Office
49	Administrative Aide IV (Reproduction Machine Operator II)	3/4-1/4-2/4-3	4	13214	Elementary School Graduate	None required	None required	None required (MC 11, s. 96-Cat. III)	Office of the City Mayor-BCLP
50	Administrative Aide VI (Utility Foreman)	135-4	6	14847	Elementary School Graduate	None required	None required	None required (MC 11, s. 96-Cat. III)	City Health Office
51	Administrative Aide VI (Pound keeper II)	135-1/135-2/135-3	6	14847	Elementary School Graduate	None required	None required	None required (MC 11, s. 96-Cat. III)	City Health Office

52	Nursing Attendant I	139-1/139-2/139-3/139-4	4	13214	Elementary School Graduate	None required	None required	None required (MC 11, s. 96-Cat. III)	City Health Office
53	Barangay Health Aide	140-1/140-2/104-3/140-4/140-5/140-6	4	13214	High School Graduate	None required	None required	None required (MC 11, s. 96-Cat. III)	City Health Office
54	Dental Aide	137-7	4	13214	High School Graduate	None required	None required	None required (MC 11, s. 96-Cat. III)	City Health Office
55	Pharmacist I	46	11	20754	Bachelor's degree in Pharmacy	None required	None required	RA 1080	Pasig City General Hospital
56	Laboratory Aide II	54	4	13214	Elementary School Graduate	None required	None required	None required (MC 11, s. 96-Cat. III)	Pasig City General Hospital
57	Administrative Aide III (Utility worker II)	64	3	12466	Must be able to read and write	None required	None required	None required (MC 11, s. 96-Cat. III)	Pasig City General Hospital
58	Nursing Attendant II	62-5/62-6/63-25/63-26/63-27/63-28	4	13214	Elementary School Graduate	None required	None required	None required (MC 11, s. 96-Cat. III)	Pasig City General Hospital

59	Administrative Aide IV (Bookbinder II)	26-1/26-7/26-8	4	13214	Elementary School Graduate	None required	None required	None required (MC 11, s. 96-Cat. III)		Office of the City Mayor
60	Administrative Aide IV (Reproduction Machine Operator II)	26/26-10	4	13214	Elementary School Graduate	None required	None required	None required (MC 11, s. 96-Cat. III)		Office of the City Mayor
61	Administrative Aide IV (Metro Aide II)	26-11	4	13214	Must be able to read and write	None required	None required	None required (MC 11, s. 96-Cat. III)		Office of the City Mayor
62	Administrative Aide VI (Utility Foreman)	25--7/25-8	6	14847	Elementary School Graduate	None required	None required	None required (MC 11, s. 96-Cat. III)		Office of the City Mayor
63	Administrative Aide IV (Communication Equipment Optr. I)	26-9	4	13214	Completion of two years studies in college or High School Graduate with relevant vocational /Trade course	None required	None required	Appropriate License (MC 11, s. 96-Cat. II)		Office of the City Mayor
64	Security Guard II	25/25-1/25-2/25-3/25-4	5	14007	High School Graduate	None required	None required	Security Guard License (MC 11, s. -Cat. II)		Office of the City Mayor
65	Administrative Aide IV (Storekeeper I)	26-2/26-3/26-4/26-5/26-6	4	13214	Elementary School Graduate	None required	None required	None required (MC 11, s. 96-Cat. III)		Office of the City Mayor
66	Medical Specialist II	32-11	23	73811	Doctor of Medicine	4 hrs of relevant training	1 year of relevant	R.A. 1080		Pasig City General Hospital
67	Medical Specialist I	36-4	22	65319	Doctor of Medicine	4 hrs of relevant training	1 year of relevant	R.A. 1080		Pasig City General Hospital

68	Administrative Aide VI (Store keeper II)	17	6	14847	Completion of two years studies in College	None required	None required	CS (Sub-Professional) 1st level eligibility	Pasig City General Hospital
69	Social Welfare Officer I	23-2	11	20754	Bachelor's degree in Social Work	None required	None required	RA 1080 (Social Worker)	Pasig City General Hospital
70	Local Assessment Operations Ofcr. II	5-6/5-7	15	30531	Bachelor's degree	4 hrs of relevant training	1 year of relevant	RA 1080 (Real Estate Service)	City Assessor's Office
71	Administrative Aide III (Driver I)	6	3	12466	Elementary School Graduate	None required	None required	Driver's License (MC 11, s. 96-Cat. II)	City Administrator's Office
72	Administrative Aide I (Utility Worker I)	10-14/11-17	1	11068	Must be able to read & write	None required	None required	None required (MC 11 s. 96-Cat. III)	City General Services 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 11, 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:

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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 DEV'T. OFFICER

Date: December 27, 2019

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 Aide VI (Labor Foreman)	5/5-1	6	14847	High School Graduate	None required	None required	None required (MC 11, s.96-Cat.III)		Office of the City Mayor-PHRU
2	Administrative Assistant I (Reproduction Machine Operator III)	9	7	15738	Elementary School Graduate	None required	None required	None required (MC 11, s.96-Cat.III)		City Civil Registry Office
3	Administrative Aide VI (Utility Foreman)	10-1/10-2/10-3/10-4/10-5	6	14847	Elementary School Graduate	None required	None required	None required (MC 11, s.96-Cat.III)		City Civil Registry Office
4	Administrative Aide IV (Bookbinder II)	11-1/11-2/3/11-4/	4	13214	Elementary School Graduate	None required	None required	None required (MC 11, s.96-Cat.III)		City Civil Registry Office
5	Administrative Aide IV (Reproduction Machine Operator II)	4	4	13214	Elementary School Graduate	None required	None required	None required (MC 11, s.96-Cat.III)		City Mayor's Office -Bahay Kalinga
6	Administrative Aide IV (Reproduction Machine Operator II)	3	4	13214	Elementary School Graduate	None required	None required	None required (MC 11, s.96-Cat.III)		City Mayor's Office-Pasig City Service Office

7	Administrative Aide IV (Reproduction Machine Operator II)	6	4	13214	Elementary School Graduate	None required	None required	None required (MC 11, s.96-Cat.III)	City Mayor's Office-Public Information Office
8	Administrative Aide IV (Reproduction Machine Operator II)	10-11/10-2	4	13214	Elementary School Graduate	None required	None required	None required (MC 11, s.96-Cat.III)	Tricycle Operator Regulatory Office
9	Social Welfare Aide	10-4/10-5/10-6/10-7/10-8/10-9/10-10/10-11/10-12	4	13214	High School Graduate	None required	None required	None required (MC 11, s.96-Cat.III)	Department of Social Welfare and Development
10	Social Welfare Officer II	5-3/5-4/5-5/5-6	15	30531	Bachelor's degree in Social Work	4 hours of relevant training	1 year of relevant experience	RA 1080 (Social Worker)	Department of Social Welfare and Development
11	Administrative Aide VI (Utility Foreman)	37-1/37-2/44-1/44-2/63	6	14847	Elementary School Graduate	None required	None required	None required (MC 11, s.96-Cat.III)	City Engineer's Office
12	Administrative Assistant (Reproduction Machine Operator III)	38/50/57	7	15738	Elementary School Graduate	None required	None required	None required (MC 11, s.96-Cat.III)	City Engineer's Office
13	Instrumentman	36/43-1/43-2/49/56-1/56-2	5	14007	High School Graduate or Completion of relevant vocational/trade course	None required	None required	None required (MC 11, s.96-Cat.III)	City Engineer's Office

14	Engineering Aide	8-1/8-2/21- 1/21-2/21- 3/35-1/35- 2/35-3/35- 4/35-5/35- 6/35-7/35- 8/35-9/42- 1/42-2/42- 3/42-4/42- 5/42-6/42- 7/42-8/42- 9/42-10/42- 11/42-12/42- 13/48-1/48- 2/48-3/48- 4/48-5/48- 6/55/62-1/62- 2	4	13214	High School Graduate or Completion of relevant vocational/trade course	None required	None required	None required (MC 11, s.96-Cat.III)	City Engineer's Office
15	Administrative Aide VI (Utility Foreman)	8-2	6	14847	Elementary School Graduate	None required	None required	None required (MC 11, s.96-Cat.III)	Public Market Administration
16	Administrative Aide V (Carpenter II)	3-8/3-3	5	14007	Elementary School Graduate	None required	None required	Carpenter (MC 11,96-Cat.I)	Public Market Administration
17	Administrative Aide IV (Metro Aide II)	9-1/9-2/9- 3/9-4/9-5/9- 6/9-7/10- 1/10-2/10- 3/10-4/10- 5/10-6/10- 7/10-8/10- 9/10-10/10- 11/10-12/10- 13/10-14	4	13214	Must be able to read and write	None required	None required	None required (MC 11, s.96-Cat.III)	Public Market Administration
18	Administrative Assistant I (Reproduction Machine Operator III)	4	7	15738	Elementary School Graduate	None required	None required	None required (MC 11, s.96-Cat.III)	Traffic and Parking Management 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. 96-Cat. III)	Traffic and Parking Management Office
20	Administrative Aide III (Utility Worker II)	8	3	12466	Must be able to read and write	None required	None required	None required (MC 11, s. 96-Cat. III)	Traffic and Parking Management Office
21	Administrative Aide IV (Bookbinder II)	7/7-1	4	13214	Elementary School Graduate	None required	None required	None required (MC 11, s. 96-Cat. III)	Human Resource Dev't. Office
22	Administrative Aide III (Utility Worker II)	8-2	3	12466	Must be able to read and write	None required	None required	None required (MC 11, s. 96-Cat. III)	Human Resource Dev't. Office
23	Administrative Aide IV (Bookbinder II)	13	4	13214	Elementary School Graduate	None required	None required	None required (MC 11, s. 96-Cat. III)	City Planning and Dev't. Office
24	Administrative Aide IV (Bookbinder II)	6	4	13214	Elementary School Graduate	None required	None required	None required (MC 11, s. 96-Cat. III)	Office of the City Administrator
25	Administrative Aide VI (Clerk III)	10-1/10-2	6	14847	Completion of two years studies in college	None required	None required	CS Sub-professional/ 1st level Elig.	Office of the City Mayor-Business Permit and Licensing Office
26	Administrative Aide V (Audio-Visual Equipment Operator II)	11-1/11-2/ 11-3/11-4/ 11-5/11-6/ 11-7	5	14007	High School Graduate or Completion of relevant vocational/trade course	None required	None required	None required (MC 11, s. 96-Cat. III)	Office of the City Mayor-Business Permit and Licensing Office
27	Administrative Aide IV (Reproduction Machine Operator II)	9-1/9-2	4	13214	Elementary School Graduate	None required	None required	None required (MC 11, s. 96-Cat. III)	Office of the City Mayor-Business Permit and Licensing Office
28	Administrative Aide IV (Bookbinder II)	8-1/8-2	4	13214	Elementary School Graduate	None required	None required	None required (MC 11, s. 96-Cat. III)	Office of the City Mayor-Business Permit and Licensing Office
	Administrative Aide V	8/8-1/8-2/8-3			High School Graduate or			None required	

29	Administrative Aide V (Audio-Visual Equipment Operator II)	8/8-1/8-2/8-3/8-4/8-5/8-6/8-7/8-9	5	14007	High School Graduate or Completion of relevant vocational/trade course	None required	None required	None required (MC 11, s. 96-Cat. III)	City Treasurer's Office
30	Administrative Assistant I (Reproduction Machine Operator III)	6/6-1/6-2	7	15738	Elementary School Graduate	None required	None required	None required (MC 11, s. 96-Cat. III)	City Treasurer's Office
31	Administrative Aide VI (Communication Equip. Optr. II)	7-1	6	14847	Completion of two years studies in college or High School Graduate with relevant vocational /Trade course	None required	None required	Appropriate License (MC 11, s. 96-Cat. II)	City Treasurer's Office
32	Administrative Aide IV (Bookbinder II)	9-3/9-4/9-5/9-6/9-7/9-8	4	13214	Elementary School Graduate	None required	None required	None required (MC 11, s. 96-Cat. III)	City Treasurer's Office
33	Administrative Aide III (Utility Worker II)	10-1	3	12466	Must be able to read and write	None required	None required	None required (MC 11, s. 96-Cat. III)	City Treasurer's Office
34	Administrative Aide IV (Bookbinder II)	13-3/13-4/13-5/13-6	4	13214	Elementary School Graduate	None required	None required	None required (MC 11, s. 96-Cat. III)	City Accounting Office
35	Administrative Aide V (Audio-Visual Equipment Operator II)	10	5	14007	High School Graduate or Completion of relevant vocational/trade course	None required	None required	None required (MC 11, s. 96-Cat. III)	City Budget Office
36	Administrative Aide IV (Bookbinder II)	11-3	4	13214	Elementary School Graduate	None required	None required	None required (MC 11, s. 96-Cat. III)	City Budget Office