

20	Administrative Aide IV (Metro Aide II)	7-2/7-25/7-4/17-42/7-54/7-55	4	13807	Must be able to read and write	None required	None required	None required	None required (MC 11, s. 96-Cat. III)	City Environment and Natural Resources Office
21	Administrative Aide V (Instrumentman)	6	5	14641	High School Graduate or Completion of relevant vocational/trade course	None required	None required	None required	None required (MC 11, s. 96-Cat. III)	Pasig City Disaster Risk Reduction and Mngt. Office
22	Administrative Aide IV (Reproduction Machine Operator II)	3-4	4	13807	Elementary School Graduate	None required	None required	None required	None required (MC 11, s. 96-Cat. III)	Office of the City Mayor-BCLP
23	Barangay Health Aide	142-4	4	13807	High School Graduate	None required	None required	None required	None required (MC 11, s. 96-Cat. III)	City Health Office
24	Administrative Aide IV (Bookbinder II)	31-1/31-2	4	13807	Elementary School Graduate	None required	None required	None required	None required (MC 11, s. 96-Cat. III)	Office of the City Mayor
25	Administrative Aide IV (Metro Aide II)	34	4	13807	Must be able to read and write	None required	None required	None required	None required (MC 11, s. 96-Cat. III)	Office of the City Mayor
26	Security Guard II	29-1/29-2	5	14641	High School Graduate	None required	None required	None required	Security Guard License (MC 11, s. 96-Cat. II)	Office of the City Mayor
27	Administrative Aide IV (Storekeeper I)	31-1/31-2/31-3/31-4/31-5	4	13807	Elementary School Graduate	None required	None required	None required	None required (MC 11, s. 96-Cat. III)	Office of the City Mayor
28	Medical Specialist II	38-11	23	75359	Doctor of Medicine	4 hrs of relevant training	1 year of relevant	1 year of relevant	R.A. 1080	Pasig City General Hospital
29	Medical Specialist I	39-4	22	66867	Doctor of Medicine	4 hrs of relevant training	1 year of relevant	1 year of relevant	R.A. 1080	Pasig City General Hospital

30	Administrative Aide VI (Store keeper II)	23	6	15524	Completion of two years studies in College	None required	None required	CS (Sub-Professional) 1st level eligibility	Pasig City General Hospital
31	Social Welfare Officer I	29-2	11	22316	Bachelor's degree in Social Work	None required	None required	RA 1080 (Social Worker)	Pasig City General Hospital
32	Local Assessment Operations Ofcr. II	5-6/5-7	15	32053	Bachelor's degree	4 hrs of relevant training	1 year of relevant	RA 1080 (Real Estate Service)	City Assessors Office
33	Administrative Aide III (Driver I)	9	3	13019	Elementary School Graduate	None required	None required	Drivers License (MC 11, s. 96-Cat. II)	City Administrators Office
34	Administrative Aide I (Utility Worker I)	17-14/17-17	1	11551	Must be able to read & write	None required	None required	None required (MC 11 s. 96-Cat. III)	City General Services Office
35	Budget Officer I	8	11	22316	Bachelor's degree relevant to the job	None required	None required	Professional/2nd Level Eligibility (Cat. III)	City Budget Office
36	Administrative Aide IV (Metro Aide II)	14-54/14-55/14-56/14-57/14-58	4	13807	Must be able to read and write	None required	None required	None required (MC 11, s. 96-Cat. III)	City General Services Office
37	Construction and Maintenance Foreman	41-1	8	17505	High School Graduate	4 hours of relevant training	1 year of relevant experience	None required (MC 11, s. 96-Cat. III)	City Engineers Office
38	City Govt. Asst II (Asst. City Building Official)	2-1/2-2	24	85074	Bachelor's degree	120 hours of training/learning agreement supervisory/managerial	3 years in any supervisory function role	CS Professional/2nd Level Eligibility	Office of the City Building Official

39	Dentist II	85	17	38464	Doctor of Dental Medicine or Dental Surgery	4 hours of relevant training	1 year of relevant experience	RA 1080	City Health Office
40	Local Treasury Operations Officer III	36	18	42159	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS Professional/ 2nd Level Eligibility	City Treasurer's Office
41	Revenue Coll. Clerk II	41-17	7	16458	Completion of two years studies in college	None required	None required	CS Sub-Professional/ 1st Level Eligibility	City Treasurer's Office
42	Administrative Aide IV (Bookbinder II)	7-2	4	13807	Elementary School Graduate	None required	None required	None required (MC 11, s.96-Cat.III)	Human Resource Dev't. Office
43	Engineer III	25-3	19	46791	Bachelor's degree in Engineering relevant to the job	8 hours of relevant training	2 years of relevant experience	RA 1080	City Engineer'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 October 22, 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.

FILE COPY

CS Form No. 9
Revised 2018

Republic of the Philippines
CGO PASIG
Request for Publication of Vacant Positions

Electronic copy to be submitted to the
CSC FO must be in MS Excel format

OCT 07 2020

Apila

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

Date: October 07, 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	Administrative Aide IV (Bookbinder II)	11-2/11-3/ 11-4	4	13807	Elementary School Graduate	None required	None required	None required (MC 11, s.96- Cat.III)		City Civil Registry Office
2	Administrative Aide IV (Reproduction Machine Operator II)	10-1	4	13807	Elementary School Graduate	None required	None required	None required (MC 11, s.96- Cat.III)		Tricycle Operator Regulatory Office
3	Social Welfare Aide	10-7/10-8/10- 9/10-10/10- 11/10-12	4	13807	High School Graduate	None required	None required	None required (MC 11, s.96- Cat.III)		Department of Social Welfare and Development
4	Administrative Aide VI (Utility Foreman)	64	6	15524	Elementary School Graduate	None required	None required	None required (MC 11, s.96- Cat.III)		City Engineer's Office
5	Administrative Assistant (Reproduction Machine Operator II)	58	7	16458	Elementary School Graduate	None required	None required	None required (MC 11, s.96- Cat.III)		City Engineer's Office

6	Instrumentman	50/57-1/57-2	5	14641	High School Graduate or Completion of relevant vocational/trade course	None required	None required	None required (MC 11, s.96-Cat.III)	OCT 07 2007 Aphile	City Engineer's Office
7	Engineering Aide	43-1/43-4/43-6/43-8/ 43-12/56/63-1/63-2	4	13807	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
8	Administrative Aide VI (Utility Foreman)	9-1/9-2	6	15524	Elementary School Graduate	None required	None required	None required (MC 11, s.96-Cat.III)		Public Market Administration
9	Administrative Aide V (Carpenter II)	10-1/10-2/10-4	5	14641	Elementary School Graduate	None required	None required	Carpenter (MC 11,96-Cat.I)		Public Market Administration
10	Administrative Aide IV (Metro Aide II)	12-19/12-20	4	13807	Must be able to read and write	None required	None required	None required (MC 11, s.96-Cat.III)		Public Market Administration
11	Administrative Aide III (Utility Worker II)	8	3	13019	Must be able to read and write	None required	None required	None required (MC 11, s.96-Cat.III)		Traffic and Parking Management Office
12	Administrative Aide IV (Bookbinder II)	7-2	4	13807	Elementary School Graduate	None required	None required	None required (MC 11, s.96-Cat.III)		Human Resource Dev't. Office
13	Administrative Aide VI (Clerk III)	10-2	6	15524	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

14	Administrative Aide V (Audio-Visual Equipment Operator II)	11-1/11-7	5	14641	High School Graduate or Completion of relevant vocational/trade course	None required	None required	None required	Audio-Visual Equipment Operator/ Technician (MC No. 10, s.2013-Cat.II)	ECT 072 Apr 20 Office of the City Mayor- Business Permit and Licensing Office
15	Administrative Assistant I (Reproduction Machine Operator III)	6-3	7	16458	Elementary School Graduate	None required	None required	None required	None required (MC 11, s.96- Cat.III)	City Treasurer's Office
16	Administrative Aide VI (Communication Equip. Opr. II)	7-1	6	15524	Completion of two years studies in college or High School Graduate with relevant vocational /Trade course	None required	None required	None required	Appropriate License (MC 11, s.96- Cat. II)	City Treasurer's Office
17	Administrative Aide IV (Bookbinder II)	12-1/12-2/12- 5/12-6	4	13807	Elementary School Graduate	None required	None required	None required	None required (MC 11, s.96- Cat.III)	City Treasurer's Office
18	Administrative Aide V (Audio-Visual Equipment Operator II)	14-3	5	14641	High School Graduate or Completion of relevant vocational/trade course	None required	None required	None required	Audio-Visual Equipment Operator/ Technician (MC No. 10, s.2013-Cat.II)	Office of the City Assessor's
19	Administrative Aide VI (Utility Foreman)	8	6	15524	Elementary School Graduate	None required	None required	None required	None required (MC 11, s.96- Cat.III)	Pasig City Institute of Science & Technology