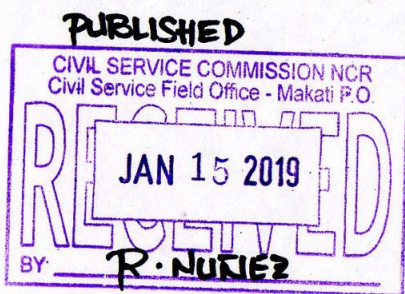


Republic of the Philippines
CGO PASIG
Request for Publication of Vacant Positions



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:

MILAGROS S. TAN
ACTING HUMAN RESOURCE OFFICER
Date: January 15, 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	Daycare Worker I	9-1/9-2/9-3/9-4/9-6/9-8/9-82/9-83/9-84/9-85/9-86	6	14340	High School Graduate	None required	None required	None required (MC 11, s.96-Cat. III)		City Social Welfare & Dev't Office
2	Daycare Worker II	8-6/8-11	8	16282	High School Graduate	4 hrs. of relevant training	1 year of relevant experience	None required (MC 11, s.96-Cat. III)		City Social Welfare & Dev't Office
3	Rural Health Physician	25/84/120-2/120-11/120-5/120-7	24	73299	Doctor of Medicine	8 hrs. of relevant training	2 years of relevant experience	RA 1080		City Health Office
4	Educ. Research Asst. I	2-2	9	17473	Completion of 2 years studies in college	4 hrs. of relevant training	1 yr of relevant experience	CS (Sub-Professional)/1st level Eligibility		City Mayor's Office-Info. & Educ. Sec.(BCLP)

5	Social Welfare Aide	10-1/10-3	4	12674	High School Graduate	None required	None required	None required (MC 11, s.96-Cat. III)		City Social Welfare & Dev't Office
6	Administrative Aide IV (Clerk II)	7-2/7-3/7-4	4	12674	Completion of 2 years studies in college	None required	None required	CS (Sub-Professional)/1st level Eligibility		Sec. to the Sang. Panlungsod
7	Educ. Research Asst. I	39	9	17473	Completion of 2 years studies in college	4 hrs. of relevant training	1 yr of relevant experience	CS (Sub-Professional)/1st level Eligibility		Pamantasan ng Lungsod ng Pasig
8	City Gov't Asst. Dept. Head I	1	23	65604	Bachelor's degree	16 hrs. of relevant training	3 years of relevant experience	CS (Professional)/2nd level Eligibility		City Mayor's Office-Educ. Unit
9	Educ. Research Asst. I	4	9	17473	Completion of 2 years studies in college	4 hrs. of relevant training	1 year of relevant experience	CS (Sub-Professional)/1st level Eligibility		City Mayor's Office-Educ. Unit
10	Information Technology Officer III	1	24	73299	Masteral Degree	24 hrs. of training in mgt. & supervision	4 years in position involving mgt. & supervision	CS (Professional) 2nd level Eligibility		City Mayor's Office-MISO
11	Information Technology Officer I	6	19	42099	Bachelor's degree relevant to the job	8 hrs. of relevant training	2 years of relevant experience	CS (Professional)/2nd level Eligibility		City Mayor's Office-MISO
12	Educ. Research Asst. I	7-3	9	17473	Completion of 2 years studies in college	4 hrs. of relevant training	1 year of relevant experience	CS (Sub-Professional)/1st level Eligibility		City Mayor's Office-MISO

13	Instructor I	3-1/3-2/3-3/3-4	12	22149	Bachelor's degree in the area of specialization	None required	None required	RA 1080 (For courses required BAR or BOARD eligibility)	Pasig City Institute of Science and Technology
14	Registrar I	5	11	20179	Bachelor's degree	None required	None required	CS (Professional)2nd level Eligibility	Pasig City Institute of Science and Technology
15	Admin. Officer I (Supply Officer I)	7	10	18718	Bachelor's degree	None required	None required	CS (Professional)2nd level Eligibility	Pasig City Institute of Science and Technology
16	Administrative Aide III(Clerk I)	7	3	11914	Completion of 2 years studies in College	None required	None required	CS (Sub-Professional)/1st level Eligibility	City Gen. Services Office
17	Animal Keeper I	140-1/140-2	4	12674	Must be able to read and write	None required	none required	none required (MC 11, s. 96-Cat. III)	City Health Office
18	Admin. Aide III (Driver I)	141	3	11914	Elementary School Graduate	None required	None required	Driver's License (MC 11, s. 96-Cat. II)	City Health Office
19	Admin. Aide III (Utility Worker II)	142-1/142-2	3	11914	Must be able to read and write	None required	None required	none required (MC 11, s. 96-Cat. III)	City Health Office
20	Medical Officer III	34-2/34-4/34-11/34-17/34-18/37-7	21	52554	Doctor of Medicine	None required	None required	RA 1080	Pasig City General Hospital

21	Engineer II	24-16	16	31765	Bachelor's degree in Engineering relevant to the job	4 hrs of relevant training	1 year of relevant experience	RA 1080		City Engineer's Office
22	Cashier I	16-2	10	18718	Bachelor's degree	none required	None required	CS (Professional)2nd level Eligibility		City Treasurer's Office
23	City Gov't Asst.Dept. Head II	2-1/2-2	24	73299	Bachelor's degree	24hrs of training in mgt. & supervision	4 yrs in position/s involving mgt.& supervision	CS (Professional)2nd level Eligibility		City Gen. Services Office
24	Local Assessment Optn. Officer II	'5-4/5-1/5-5	15	29010	Bachelor's degree	4 hrs of relevant training	1 year of relevant experience	CS (Professional) 2nd level Eligibility		City Assessor's Office
25	Accounting Clerk II	11-4	6	14340	Completion of 2 years studies in college	None required	None required	CS (Sub-Professional) 1st level Eligibility		City Accounting Office
26	Sanitation Inspector I	134-15/134-5/134-6/134-16/134-2/134-18/134-12	6	14340	Completion of 2 years studies in college	None required	None required	CS (Sub-Professional) 1st level Eligibility		City Health Office

27	Dentist I	124-1/124-10	14	26494	Doctor of Dental Medicine or Dental Surgery	None required	None required	RA 1080		City Health Office
28	Engineer IV	4-7/4-6	22	52717	Bachelor's degree in Engineering relevant to the job	16 hrs of relevant training	3 yrs of relevant experience	RA 1080		City Engineer's Office
29	Admin. Aide III (Utility Worker II)	5	3	11914	Must be able to read and write	none required	none required	none required (MC 11, s.96-Cat. III)		City Mayor's Office-Educ. Unit
30	Fiscal Examiner III	4-3	18	38085	Bachelor's degree relevant to the job	8 hrs of relevant training	2 years of relevant experience	CS (Professional) 2nd level Eligibility		City Accounting Office
31	Medical Technologist II	125-1	15	29010	Bachelor's degree in Medical Technology or BS in Public Health	4 hrs relevant training	1 yr of relevant experience	RA 1080		City Health Office
32	Administrative Aide I (Utility Worker I)	10-24/10-8/10-18/10-2/10-26	1	10510	Must be able to read & write	none required	none required	none required (MC 11 s.96-Cat. III)		City General Services Office

33	Senior Admin. Asst. II (Computer Operator IV)	10	14	26464	Completion of 2 years studies in college or High school graduate w/ relevant voc./trade course	16 hrs. of relevant training	3 years of relevant experience	CS (Sub- Professional) Data Encoder MC 11, s.96- Cat.I 1st level eligibility		City Planning Office
34	Dental Aide	136-3/136- 5/136-6	4	12674	High School Graduate	none required	none required	none required (MC 11, s.96- Cat.III)		City Health Office
35	Sec. to the Sangguniang Panlungsod II	1	26	92108	Bachelor's degree preferably in Law, Commerce, or Public Admin.	none required	none required	first grade or its equivalent		Sec. to the Sangguniang Panlungsod
36	Medical Technologist I	12-1	11	20179	Bachelor's degree in Medical Technology or BS in Public Health	none required	none required	RA 1080		City Health Office
37	Administrative Asst. II (Clerk IV)	4-2	8	16282	Completion of 2 years studies in College	4 hrs relevant training	1 yr of relevant experience	CS (Sub- Professional) 1st level Eligibility		City Mayor's Office- OSCA

38	Budgeting Assistant	9	8	16282	Completion of 2 years studies in College	4 hrs of relevant training	1 yr of relevant experience	CS (Sub-Professional)1st level eligibility		City Budget Office
39	Social Welfare Assistant	7	8	16282	Completion of 2 years studies in College	4 hrs of relevant training	1 yr of relevant experience	CS (Sub-Professional) 1st level eligibility		City Social Welfare Office
40	Administrative Officer I (Supply Officer I)	36	10	18718	Bachelor's degree relevant to the job	none required	none required	CS (Professional)/ 2nd level eligibility		Pamantasan ng Lungsod ng Pasig
41	City Gov't Dept. Head II(City Legal Officer)	1	26	92108	Bachelor of Laws	120hrs of training in mgt.& supervision	5 yrs in position/s involving mgt.	CS (Professional)/ 2nd level eligibility		City Legal Office
42	Administrative Aide IV (Clerk II)	6	4	12674	Completion of 2 years studies in College	none required	none required	CS (Sub-Professional)1st level eligibility		City Legal Office
43	Executive Asst. V	3	24	73299	Bachelor's degree	24 hrs of training	4 yrs of relevant experience	CS (Professional)/ 2nd level eligibility		City Vice-Mayor's Office

44	Assessment Clerk I	6-1/6-2	4	12674	Completion of 2 years studies in College	none required	none required	CS (Sub-Professional)1st level eligibility		City Assessor's Office
45	Administrative Aide III(Driver I)	17-1	3	11914	Elementary School Graduate	none required	none required	Driver's License (MC 11,s.96-Cat. II)		City Engineer's Office
46	Laboratory Technician II	42	8	16282	Completion of 2 years studies in College	4 hrs of relevant training	1 yr of relevant experience	CS (Sub-Professional)L ab. Technician I MC 11,s.96-Cat.III 1st level Elig.		Pamantasan ng Lungsod ng Pasig
47	Engineer I	7-8	12	22149	Bachelor's degree in Engineering relevant to the job	none required	none required	RA 1080		City Engineer's Office
48	Nurse I	35	11	20179	Bachelor's degree in Nursing	none required	none required	RA 1080		Pamantasan ng Lungsod ng Pasig
49	Administrative Officer I (Records Officer I)	37	10	18718	Bachelor's degree	none required	none required	CS (Professional)2nd level eligibility		Pamantasan ng Lungsod ng Pasig

50	Administrative Aide IV (Accounting Clerk I)	47	4	12674	Completion of 2 years studies in College	none required	none required	CS (Sub-Professional)1st level eligibility		Pamantasan ng Lungsod ng Pasig
51	Administrative Aide IV (Driver II)	48	4	12674	Elementary School Graduate	none required	none required	Driver's License (MC 11,s.96-Cat.II)		Pamantasan ng Lungsod ng Pasig
52	Administrative Aide III(Clerk I)	49-1	3	11914	Completion of 2 years studies in College	none required	none required	CS (Sub-Professional)1st level eligibility		Pamantasan ng Lungsod ng Pasig
53	Administrative Aide III(Utility Worker II)	51-4	3	11914	Must be able to read & write	none required	none required	none required (MC 11,s.96-Cat.III)		Pamantasan ng Lungsod ng Pasig
54	Registration Officer I	5	10	18718	Bachelor's degree	none required	none required	CS (Professional)2nd level eligibility		City Civil Registry Office
55	Fiscal Examiner II	6-2	15	29010	Bachelor's degree relevant to the job	4 hrs of relevant training	1 yr of relevant experience	CS (Professional)2nd level eligibility		City AccountingOffice
56	Medical TechnologistIII	38-1	18	38085	Bachelor's degree in Medical Technology or BS in Public Health	8hrs of relevant training	2 yrs of relevant experience	RA 1080		Pasig City General Hospital

57	Administrative Aide VI (Utility Foreman)	5-2	6	14340	Elementary School Graduate	none required	none required	none required(MC 11,s.96-Cat.III)		City Health Office
58	Social Welfare Officer I	6-2/6-3/6-4/6-5	11	20179	Bachelor's degree in Social Work	none required	none required	RA 1080 Social Worker		City Social Welfare& Dev't Office
59	Teacher I	5-4/5-5/5-6/5-7	11	20179	Bachelor's degree in Elem. Educ. (BSEED) or its equivalent	none required	none required	PBET/Teacher/ RA 1080		City Mayor's Office-Special Children Educ. Inst.
60	Nutritionist Dietitian I	49-2	11	20179	Bachelor's degree major in Nutrition, Dietetics or Community Nutrition	none required	none required	RA 1080		Pasig City General Hospital
61	Revenue Collection (Clerk II)	36-4	7	15254	Completion of 2 yrs studies in college	none required	none required	CS (Sub-Professional)1st level eligibility		City Treasurer's Office
62	Administrative Officer I	5	11	20179	Bachelor's degree	none required	none required	CS (Professional)2nd level eligibility		City Treasurer's Office

63	Cashier III	14-2	18	38085	Bachelor's degree	8 hrs of relevant training	2 yrs of relevant experience	CS (Professional)2nd level eligibility		City Treasurer's Office
64	Accountant IV	7-3	22	58717	Bachelor's degree in Commerce/Bus. Admin. in Accounting	16 hrs of relevant training	3 yrs of experience	RA 1080		City Mayor's Office
65	Local Revenue Collection Officer I	26-5	11	20179	Bachelor's degree	none required	none required	CS (Professional) 2nd level eligibility		City Treasurer's Office
66	Statistician I	5	11	20179	Bachelor's degree relevant to the job	none required	none required	CS (Professional)2nd level eligibility		City Planning & Dev't Office
67	SPED Teacher I	2-3	14	26494	Bachelor's degree in Elem. Education (BSEED) or its equivalent	none required	none required	PBET/Teacher/ RA 1080		City Mayor's Office-Special Children Educ. Ins.
68	Laborer II	18-6	3	11914	Must be able to read and write	none required	none required	none required(MC 11,s.96-Cat.III)		City Engineer's Office

69	Administrative Aide IV (Reproduction Machine Opr. II)	6	4	12674	Elementary School Graduate	none required	none required	none required (MC 11,s.96-Cat.III)		City General Services Office
70	Administrative Aide II (Bookbinder I)	10	2	11200	Elementary School Graduate	none required	none required	none required (MC 11,s.96-Cat.III)		City Treasurer's Office
71	Administrative Aide IV (Clerk II)	8-1	4	12674	Completion of 2 yrs studies in college	none required	none required	CS (Sub-Professional)1st level eligibility		PCIST
72	Social Welfare Officer I	6-1	11	20179	Bachelor's degree in Social Work	none required	none required	RA 1080 Social Worker		City Social Welfare & Dev't Office
73	Supervising Admin. Officer (Admin. Officer IV)	9	22	58717	Bachelor's degree	16 hrs. of relevant training	3 years of relevant experience	CS (Professional) 2nd level Eligibility		Gender & Dev't. Office
74	Cashier II	61	14	26494	Bachelor's degree	4 hrs. of relevant training	1 year of relevant experience	CS (Professional)/ 2nd Level Eligibility		Pasig City Children's Hospital
75	Cashier I	62	10	18718	Bachelor's degree	None required	None required	CS (Professional)/ 2nd Level Eligibility		Pasig City Children's Hospital
76	Administrative Officer IV	63	15	29010	Bachelor's degree relevant to the job	4 hrs. of relevant training	1 year of relevant experience	CS (Professional)/ 2nd Level Eligibility		Pasig City Children's Hospital

77	Administrative Officer III	64	14	26494	Bachelor's degree relevant to the job	4 hrs. of relevant training	1 year of relevant experience	CS (Professional)/ 2nd Level Eligibility		Pasig City Children's Hospital
78	Administrative Officer II	65	11	20179	Bachelor's degree relevant to the job	None required	None required	CS (Professional)/ 2nd Level Eligibility		Pasig City Children's Hospital
79	Administrative Assistant II	67-1/67-2	8	16282	Completion of 2 years studies in college or high school graduate w/relevant voc./trade course	4 hrs. of relevant training	1 year of relevant experience	CS (Sub-Professional)/1st Level Eligibility		Pasig City Children's Hospital
80	Revenue Coll. Clerk I	73-1/73-2	5	13481	Completion of 2 years studies in college	None required	None required	CS (Sub-Professional)/ 1st Level Eligibility		Pasig City Children's Hospital
81	Dormitory Manager I	74	9	17473	Bachelor's Degree	None required	None required	CS (Professional)/ 2nd Level Eligibility		Pasig City Children's Hospital

82	Medical Equipment Technician I	75	6	14340	Completion of 2 years studies in college or high school graduate w/relevant voc./trade course	None required	None required	None required (MC 11,s. 96-Cat.III)		Pasig City Children's Hospital
83	Electrician I	77-1/77-2	4	12674	High School Graduate or Completion of relevant voc./trade course	None required	None required	Electrician (Building Wiring)(-250volts) (MC 11, s.96-Cat.I)		Pasig City Children's Hospital
84	Mechanic I (Automotive)	78	4	12674	High School Graduate or Completion of relevant voc./trade course	None required	None required	Mechanic (MC 11,s.96-Cat.I)		Pasig City Children's Hospital
85	Laundry Worker II	79-1/79-2	3	11914	Must be able to read and write	None required	None required	None required (MC 11,s. 96-Cat.III)		Pasig City Children's Hospital
86	Admin. Aide III (Driver I)	80-1/80-2/80-3	3	11914	Elementary School Graduate	None required	None required	Driver's License(MC 11,s.96-Cat.II)		Pasig City Children's Hospital
87	Painter I	81	3	11914	Elementary School Graduate	None required	None required	Painter (MC 11,s.96-Cat.I)		Pasig City Children's Hospital

88	Carpenter I	82	3	11914	Elementary School Graduate	None required	None required	Carpenter (MC 11,s.96-Cat.I)		Pasig City Children's Hospital
89	Plumber I	83	3	11914	Elementary School Graduate	None required	None required	Pipefitter or Plumber (MC 11,s.96-Cat.I)		Pasig City Children's Hospital
90	Tailor	84	3	11914	Elementary School Graduate or Completion of relevant voc/trade course	None required	None required	None required (MC 11,s.96-Cat.III)		Pasig City Children's Hospital
91	Seamstress	85	2	11200	Elementary School Graduate	None required	None required	None required(MC 11,s.96-Cat.III)		Pasig City Children's Hospital
92	Admin. Aide III (Driver I)	6	3	11914	Elementary School Graduate	None required	None required	Driver's License (MC 11,s.96-Cat.II)		City Building Official
93	Senior Administrative Asst. III (Planning Officer II)	15	15	29010	Bachelor's degree relevant to the job	4 hrs of relevant training	1 yr of relevant experience	CS (Sub-professional)/1st level eligibility		Gender & Dev't Office
94	Registrar I	12	11	20179	Bachelor's degree	None required	None required	CS (Professional)/ 2nd level eligibility		Pasig City Science High School

95	Medical Specialist I	33-2/33-4/36-1/36-2/36-3/36-5	22	58717	Doctor of Medicine	4 hrs of relevant training	1 yr of relevant experience	RA 1080		Pasig City General Hospital
96	Licensing Officer III	3-5	18	38085	Bachelor's degree	8 hrs of relevant training	2 yrs of relevant experience	CS (Professional)/2nd level eligibility		City Mayor's Office-BPLO
97	Admin.Asst. I (Computer Operator I)	5	7	15254	Completion of 2 yrs. studies in college or high school grad.w/ relevant voc./trade course	None required	None required	CS (Sub-Professional)/1st level eligibility Data Encoder MC II s.96-Cat.I		City General Services Office
98	Cashier I	16-1	10	18718	Bachelor's degree	None required	None required	CS (Professional)/2nd level eligibility		City Treasurer's Office
99	Budget Officer II	5-2	15	29010	Bachelor's degree relevant to the job	4 hrs of relevant training	1 yr of relevant experience	CS (Professional)/2nd level eligibility		City Budget Office
100	Admin. Aide IV (Clerk II)	6-1	4	12674	Completion 2 yrs studies in college	None required	None required	CS (Sub-Professional)/1st level eligibility		City Mayor's Office-CRIO

101	Admin. Aide IV (Clerk II)	9-1	4	12674	Completion of 2 yrs studies in College	None required	None required	CS (Sub- Professional)/1 st level eligibility		City Local Civil Registrar's Office
102	Waterworks Superintendent II	46	22	58717	Bachelor's degree relevant to the job	16 hrs. of relevant training	3 yrs of relevant experience	CS (Professional)/ 2nd level eligibility		City Engineer's Office
103	Medical Specialist II	32-11	23	65604	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080		Pasig City General Hospital
104	Nurse II	57-34	15	29010	B.S. in Nursing	4 hours of relevant training	1 year of relevant experience	R.A. 1080		Pasig City General Hospital
105	Cash Clerk II	18-1	6	14340	Completion of 2 years studies in college	None required	None required	CS (Sub- Professional) 1st level Eligibility		City Treasurer's Office
106	Project Development Officer IV	11	22	58717	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS Professional /2nd Level Eligibility		City Social Welfare & Dev't Office
107	Administrative Aide V	12	5	13481	Completion of two-year studies in College or High School Graduate	4 hours of relevant training	1 year of relevant experience	CS Sub- Professional/1st Level Eligibility		City Social Welfare & Dev't Office

108	Administrative Aide III	13	3	11914	Completion of two-year studies in College or High School Graduate	None required	None required	CS (Sub-Professional) 1st level Eligibility		City Social Welfare & Dev't Office
109	Youth Development Officer II	1	14	26494	Bachelor's degree	4 hrs of relevant training	1 yr of relevant experience	CS (Professional) 2nd level Eligibility		Local Youth Dev't. Office
110	Administrative Aide I	2-1/2-2	1	10510	Completion of 2 years studies in college	None required	None required	None required		Local Youth Dev't. Office
111	Construction and Maintenance Capataz	36	5	13481	Elementary School Graduate	None required	None required	None required (MC 11, s.96-Cat. III)		City Engineer's Office
112	Administrative Aide VI (Disbursing Officer I)	44	6	14340	Completion of 2 years studies in college	None required	None required	CS Sub-Professional/1st Level Eligibility		Pamantasan ng Lungsod ng Pasig

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 30, 2019.

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:

MILAGROS S. TAN

Acting Human Resource Officer
City Government of Pasig

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.