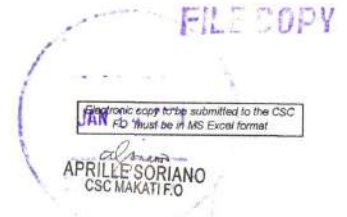


CS Form No. 9
Revised 2018

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

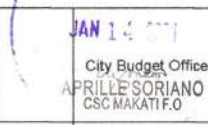
To: CIVIL SERVICE COMMISSION (CSC)

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
ELVIRA R. FLORES, MNSA, CESE
CITY HUMAN RESOURCE DEVT. OFFICER
Date: January 14, 2021

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	Laboratory Technician I	65-1/65-2/65-3/65-4/65-5	6	15524	Completion of two years studies in college	None required	None required	Laboratory Technician (MC 10, s. 2013- Cat. II)		City Health Office
2	Laboratory Technician II	57	8	17505	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Laboratory Technician (MC 10, s.2013-Cat.II)		City Health Office
3	Budget Officer I	82	11	22316	Bachelor's degree relevant to the job	None required	None required	CS Professional / 2nd Level Eligibility		City Budget Office
4	Budget Officer II	5-1/5-2	15	32053	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional / 2nd Level Eligibility		City Budget Office
5	Budget Officer III	4-1/4-2/4-3	18	42159	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional / 2nd Level Eligibility		City Budget Office

6	Budgeting Assistant	9	8	17505	Completion of 2 years studies in College	4 hrs of relevant training	1 yr of relevant experience	CS (Sub-Professional) 1st level eligibility	
7	Administrative Aide IV (Clerk II)	12-1/12-2	4	13807	Completion of two years studies in college	None required	None required	CS Sub-Professional/ 1st Level Eligibility	City Budget Office
8	City Government Department Head II	1	26	109593	Bachelor's degree in Public Administration, Accountancy, Law, Information Technology, Computer Science and other related disciplines	120 hours of training in management and supervision relevant to internal audit work	5 years of relevant experience in positions involving management/supervision and a combination of the following public administration, internal auditing, administrative/criminal investigation, forensic (eg,Accounting, Information technology, Seal of Good Local Governance, International Organization for Standardization (ISO) management systems and other related functions)	RA 1080 CPA and/or Lawyer	Internal Audit Service Unit
9	Internal Auditor IV	2	22	66867	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS Professional / Second Level Eligibility	Internal Audit Service Unit

10	Internal Auditor III	4-1/4-2/4-3	18	42159	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional / Second Level Eligibility	JAN 2018 APRIL 2018 CSC MAKATI F.O.	Internal Audit Service Unit
11	Internal Auditor II	5-1/5-2/5-3/5-4	15	32053	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional / Second Level Eligibility		Internal Audit Service Unit
12	Internal Auditing Assistant	7-1/7-2/7-3/7-4	8	17505	Completion of two years in College	4 hours of relevant training	1 year of relevant experience	CS Sub-Professional First Level Eligibility		Internal Audit Service Unit
13	Local Legislative Staff Officer V	2	22	66867	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS Professional / Second Level Eligibility		Secretary to the Sangguniang Panlungsod
14	Local Legislative Staff Officer IV	3	19	46791	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional / Second Level Eligibility		Secretary to the Sangguniang Panlungsod
15	Administrative Officer III	5	14	29277	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional / Second Level Eligibility		Secretary to the Sangguniang Panlungsod

16	Administrative Officer II	7	11	22316	Bachelor's degree relevant to the job	None required	None required	CS Professional/ 2nd Level Eligibility	Secretary to the Sangguniang Panlungsod CSC MAKATIP.0
17	Administrative Aide V (Audio-Visual Equipment Operator II)	9	5	14641	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Audio-Visual Equipment Operator/Technician (MC No. 10, s.2013-Cat.II)	Secretary to the Sangguniang Panlungsod
18	Administrative Aide IV (Bookbinder II)	10-1/10-2	4	13807	Elementary School Graduate	None required	None required	None required (MC No. 10, s.2013-Cat.III)	Secretary to the Sangguniang Panlungsod
19	Administrative Aide III (Utility Worker II)	12	3	13019	Must be able to read and write	None required	None required	None required ((MC No. 10, s.2013-Cat.III)	Secretary to the Sangguniang Panlungsod
20	City Government Assistant Department Head II	2	24	85074	Bachelor's Degree	120 hours of supervisory/ management training/learning and development intervention	5 years experience in civil registry work immediately preceeding appointment	CS Professional	City Civil Registry

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 29, 2021.

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.