

31	Administrative Assistant I (Comp. Operator I)	6-1/6-2/6-3/6-4/6-5/6-6/6-7	7	15738	Completion of two year studies in College	None required	None required	CS Sub-Professional/ 1st Level Eligibility	Records Management & Archives Office
32	Administrative Aide IV (Driver II)	8-1/8-2	4	13214	Elementary School Graduate	None required	None required	Driver's License (MC 11, s. 96-Cat. II)	Records Management & Archives Office
33	Administrative Aide III (Clerk I)	9	3	12466	Completion of two year studies in College	None required	None required	CS Sub-Professional/ 1st Level Eligibility	Records Management & Archives Office
34	Administrative Aide I (Utility Worker I)	10	1	11068	Must be able to read and write	None required	None required	None required (MC 11, s. 96-Cat. III)	Records Management & Archives Office
35	Nurse II	129-1/129-12/103	15	30531	Bachelor of Science in Nursing	4 hrs of relevant training	1 year of relevant experience	RA 1080	City Health Office
36	Revenue Collection Clerk II	33-3	7	15738	Completion of two years studies in college	None required	None required	CS Sub-Professional/ 1st Level Eligibility	City Treasurer's Office
37	Administrative Aide I (Utility Worker I)	17-35/17-3/17-6/17-30/17-36/17-17	1	11068	Must be able to read and write	None required	None required	None required (MC 11, s. 96-Cat. III)	City General Services Office
38	Community Affairs Assistant II	8-1	8	16758	Completion of two years studies in college	4 hrs of relevant training	1 year of relevant experience	CS Sub-Professional/ 1st Level Eligibility	City Vice-Mayor's Office

39	Project Development Officer III	3	18	40637	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	CS Professional/ 2nd Level Eligibility	City Planning and Development Office
40	Admin. Aide III (Utility Worker II)	5	3	12466	Must be able to read and write/ Elementary School Graduate	None required	None required	None required	Office of the City Mayor, Education unit
41	Administrative Aide III (Laborer II)	16-4/16-5/ 16-6/16-7	3	12466	Must be able to read and write	None required	None required	None required (MC 11 s. 96- Cat. III)	Public Market Administration
42	Administrative Officer II (Supply Officer I)	22	10	19233	Bachelor's degree	None required	None required	CS Professional/ 2nd Level Eligibility	Gender and Development Office
43	Senior Manpower Development Officer	2	18	40637	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	CS Professional/ 2nd Level Eligibility	Pasig City Institute of Science and Technology
44	Manpower Development Officer I	4-1	11	20754	Bachelor's degree	None required	None required	CS Professional/ 2nd Level Eligibility	Pasig City Institute of Science and Technology
45	Housing and Homesite Regulation Assistant	4	8	16758	Completion of two year studies in College	1 year relevant experience	4 hours of relevant training	CS Sub-Professional/ 1st Level Eligibility	Office of the City Mayor, Pasig Housing and Regulatory Unit
46	Administrative Aide IV (Clerk II)	6-2	4	13214	Completion of two years studies in college	None required	None required	CS (Sub-Professional) / 1st level Eligibility	Office of the City Mayor, Pasig Housing and Regulatory Unit

47	Media Accreditation and Relations Officer IV	2	22	65319	Bachelor's degree	3 years of relevant experience	16 hours of relevant training	CS Professional/ 2nd Level Eligibility		Public Information Office
48	Community Development Officer IV	1	22	65319	Bachelor's degree	3 years of relevant experience	16 hours of relevant training	CS Professional/ 2nd Level Eligibility		Office of the City Mayor, OSCA
49	Community Affairs Officer III	2	18	40637	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	CS Professional/ 2nd Level Eligibility		Office of the City Mayor, OSCA
50	Accountant IV	8-1/8-3	22	65319	Bachelor's degree in Commerce/ Business Administration major in Accounting	3 years of relevant experience	16 hrs of relevant training	RA 1080	Page 28	Office of the City Mayor
51	Accountant III	9	19	45269	Bachelor's degree in Commerce/ Business Administration major in Accounting	2 years of relevant experience	8 hours of relevant training	RA 1080		Office of the City Mayor
52	Research Analyst I	12-Jan	11	20754	Bachelor's degree	None required	None required	CS (Professional) 2nd level eligibility		Office of the City Mayor
53	Administrative Aide II	36-1/36-2	2	11761	Must be able to read and write/ Elementary School Graduate	None required	None required	None required		Office of the City Mayor
54	Administrative Aide I	37-1/37-2	1	11068	Must be able to read and write	None required	None required	None required		Office of the City Mayor

55	Budget Officer I	8	11		Bachelor's degree relevant to the job	4 hrs of relevant training	1yr of relevant experience	CS (Professional) / 2nd level eligibility		City Budget Office
56	Budget Officer II	5-1	15	30531	Bachelor's degree relevant to the job	4 hrs of relevant training	1yr of relevant experience	CS (Professional) / 2nd level eligibility		City Budget Office
57	Administrative Aide III (Driver I)	18-2	3	12466	Must be able to read and write/Elementary School Graduate	None required	None required	Driver's License Relevant MC 11 s. 1996		City Engineer's Office
58	Laborer II	19-2	3	12466	Must be able to read & write	None required	None required	None required MC 11, s. 1996-Cat. III		City Engineer's Office
59	Engineer II	26-5/26-9/26-15	16	33584	Bachelor's degree in Engineering relevant to the job	4 hours of relevant training	1 year of relevant experience	RA 1080		City Engineer's Office
60	Engineering Assistant	33-1	8	16758	Completion of 2 yrs. Studies in college	4 hours of relevant training	1 year of relevant experience	CS (Sub-Professional) / 1st level eligibility		City Engineer's Office
61	Fiscal Examiner II	6-3	15	30531	Bachelor's degree relevant to the job	4 hrs of relevant training	1 year of relevant experience	CS (Professional) / 2nd level eligibility		City Accounting Office
62	Accounting Clerk II	11-3	6	14847	Completion of two years in college	None required	None required	CS (Sub-professional)/ 1st level eligibility		City Accounting Office

63	Accounting Clerk I	12-4	4	13214	Completion of two years in college	None required	None required	CS (Sub-professional)/ 1st level eligibility		City Accounting Office
64	Daycare Worker I	9-813-219-319-4/3-6	6	14847	High School Graduate	None required	None required	None required (MC 11, s. 66 - Cat. III)		Department of Social Welfare and Department
65	College Librarian IV	11	22	65319	Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library	3 years of relevant experience	16 hours of relevant training	RA 1080		Pamantasan ng Lungsod ng Pasig
66	Information Technology Officer III	23	24	83406	Masteral Degree	24 hrs. of training in mgt. & supervision	4 years in position involving mgt. & supervision	CS (Professional) 2nd level Eligibility		Pamantasan ng Lungsod ng Pasig
67	Information System Analyst III	25	19	45263	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	CS (Professional) 2nd level Eligibility		Pamantasan ng Lungsod ng Pasig
68	Administration Officer III (Administrative Officer V)	26	18	40637	Bachelor's degree relevant to the job	8 hrs of relevant training	2 yrs of relevant experience	CS Professional/ 2nd Level Eligibility		Pamantasan ng Lungsod ng Pasig
69	Cashier III	27	18	40637	Bachelor's degree	8 hrs of relevant training	2 yrs of relevant experience	CS (Professional) / 2nd level Eligibility		Pamantasan ng Lungsod ng Pasig
70	Human Resource Mgt. Officer III	28	18	40637	Bachelor's degree	8 hrs of relevant training	2 yrs of relevant experience	CS (Professional) / 2nd level Eligibility		Pamantasan ng Lungsod ng Pasig

71	Administrative Officer I (Supply Officer I)	36	10	19233	Bachelor's degree	None required	None required	CS (Professional) / 2nd level Eligibility	Page 31	Pamantasan ng Lungsod ng Pasig
72	Administrative Assistant III (Secretary II)	38	9	17975	Completion of two years studies in College	1 year relevant experience	4 hours of relevant training	CS (Sub- Professional) / 1st level eligibility		Pamantasan ng Lungsod ng Pasig
73	Administrative Aide IV (Clerk II)	7-1	4	13214	Completion of two years studies in College	None required	None required	CS (Sub- Professional) / 1st level eligibility		Secretary to the Sangguniang Panlungsod
74	Administrative Aide VI (Clerk III)	7	6	14847	Completion of 2 years studies in College	None required	None required	CS (Sub- Professional) / 1st level eligibility		City Treasurer's Office
75	Administrative Aide I (Laborer I)	17	1	11068	Must be able to read and write	None required	None required	None required MC 11, s. 1996- Cat. III		City Treasurer's Office
76	Local Treasury Operation Officer I	39-4	11	20754	Bachelor's degree	None required	None required	CS (Professional) / 2nd level Eligibility		City Treasurer's Office
77	Revenue Collection Clerk II	41-1/41-8/41- 10/41-12/41-18	7	15738	Completion of 2 years studies in college	None required	None required	CS (Sub- Professional) 1st level Eligibility		City Treasurer's Office
78	Administrative Assistant I (Computer Operator I)	42-3	7	15738	Completion of two years studies in college or High School Graduate w/ relevant voc./trade course	None required	None required	CS (Sub- professional)/ Data Encoder (MC 11, s. 96-Cat. I) 1st level Eligibility	Page 32	City Treasurer's Office

79	Revenue Collection Clerk I	43	5	14007	Completion of 2 years studies in college	None required	None required	CS (Sub-Professional) / 1st Level Eligibility	City Treasurer's Office
80	Licensing Officer I	5-6	11	20754	Bachelor's degree	None required	None required	CS (Professional) / 2nd level eligibility	Office of the Mayor, BPLO
81	Midwife III	43-3/18-1/50	13	25232	Completion of the Midwifery Course	8 hrs of relevant training	2 years of relevant experience	RA 1080	City Health Office
82	Medical Technologist II	58-6	15	30531	Bachelor's degree in Medical Technology or B.S. in Public Health	4 hrs of relevant training	1yr of relevant experience	RA 1080	City Health Office
83	Dental Aide	72/136-2	4	13214	High School Graduate	None required	None required	None required/ (MC 11,s. 96-Cat. III)	City Health Office
84	Midwife II	82/116-1/131-4/131-15/181-20/181-22/131-24	11	20754	Completion of Midwifery Course	4 hrs of relevant training	1yr of relevant experience	RA 1080	City Health Office
85	Administrative Aide I (Utility Worker I)	94	1	11068	Must be able to read and write	None required	None required	none required	City Health Office
86	Nutritionist-Dietitian I	127-1/2	11	20754	Bachelor's degree major in Nutrition, Dietetics, or Community Nutrition	None required	None required	RA 1080	City Health Office

87	Sanitation Inspector I	135-9/135-13/ 135-14	6	14847	Completion of two years studies in college	None required	None required	CS (Sub-Professional) / 1st level Eligibility	City Health Office
88	Nurse II	48-4	15	30531	BS in Nursing	4 hrs of relevant training	1yr of relevant experience	RA 1080	Pasig City Children's Hospital
89	Building Maintenance (Foreman)	33-5	8	16758	High School Graduate or Completion of relevant vocational/ trade course	1 year relevant experience	4 hours of relevant training	None required (MC 11, s. 96-Cat. III)	Pasig City General Hospital
90	Medical Officer III	40-19/ 40-27/ 40-35/40-8/43-9	21	57805	Doctor of Medicine	None required	None required	RA 1080	Pasig City General Hospital
91	Nutritionist-Dietitian I	56-1	11	20754	Bachelor's degree major in Nutrition, Dietetics, or Community Nutrition	None required	None required	RA 1080	Pasig City General Hospital
92	Nurse II	65-16/ 65-17/ 65-32/65-37	15	30531	Bachelor of Science in Nursing	4 hrs of relevant training	1yr of relevant experience	RA 1080	Pasig City General Hospital
93	Nursing Attendant II	68-1/68-2/68-3/68-4	6	14847	Elementary School Graduate	None required	None required	None required (MC II, s. 96-Cat. III)	Pasig City General Hospital
94	Nursing Attendant I	69-2/69-4/69-5/69-6/69-7/69-9/69-10/69-11/69-12/69-14/69-15/69-18/69-20	4	13214	Elementary School Graduate	None required	None required	None required (MC II, s. 96-Cat. III)	Pasig City General Hospital

95	Cashier III	20	18	40637	Bachelor's degree	8 hrs of relevant training	2 years of relevant experience	CS (Professional) 2nd level Eligibility	Pasig City General Hospital
96	Cashier II	21-2	14	27755	Bachelor's degree	4 hrs of relevant training	1yr of relevant experience	CS (Professional) 2nd level Eligibility	Pasig City General Hospital
97	Information Officer I	24	11	20754	Bachelor's degree	None required	None required	CS (Professional) 2nd level Eligibility	Pasig City General Hospital
98	Laundry Worker II	30	3	12466	Must be able to read & write	None required	None required	None required MC 11, s. 1996-Cat. III	Pasig City General Hospital
99	Seamstress	31-1/32-2	2	11761	Elementary School Graduate	None required	None required	None required MC 11, s. 1996-Cat. III	Pasig City General Hospital
100	Laundry Worker I	32-2/32-3/32-4/32-5	1	11068	Must be able to read & write	None required	None required	None required MC 11, s. 1996-Cat. III	Pasig City General Hospital
101	Mechanic I	34	4	13214	High School Graduate or Completion of relevant voc./trade course	None required	None required	None required MC 11, s. 1996-Cat. I	Pasig City General Hospital
102	Electrician I	35-1/35-2	4	13214	High School Graduate or Completion of relevant voc./trade course	None required	None required	Electrician (Bldg. wiring) 250 volts MC 11, s. 1996-Cat. I	Pasig City General Hospital

103	Carpenter I	36	3	12466	Elementary School Graduate	None required	None required	Carpenter MC 11, s. 1996 Cat. I	Pasig City General Hospital
104	Administrative Aide III (Driver I)	37-2/37-3/37-4	3	12466	Elementary School Graduate	None required	None required	Driver's License (MC 11, s. 96 Cat. II)	Pasig City General Hospital
105	Medical Specialist II	38-11/38-13/38-15/41-2/41-5/38-16	23	73811	Doctor of Medicine	4 hrs of relevant training	1yr of relevant experience	RA 1080	Pasig City General Hospital
106	Medical Specialist I	33-1/33-2/33-3/33-4/33-5/33-6/33-7/33-8/36-1/36-2/36-3/36-4/36-5	22	65319	Doctor of Medicine	4 hrs of relevant training	1yr of relevant experience	RA 1080	Pasig City General Hospital
107	Medical Officer III	40-3/40-6/40-7/40-8/40-9/40-12/40-15/40-20/40-21/40-22/40-25/40-28/40-29/40-30/40-31/40-32/40-33/40-34/40-36/40-37/40-38/40-39/40-40/40-41/40-42/40-43/40-44/40-45/40-46/43-1/43-2/43-3/43-6	21	57805	Doctor of Medicine	None required	None required	RA 1080	Pasig City General Hospital
108	Medical Technologist I	58-1	11	20754	Bachelor's degree in Medical Technology or B.S. in Public Health	8 hrs of relevant training	2 yrs of relevant experience	RA 1080	Pasig City General Hospital

A	B	C	D	E	F	G	H	I	J	K
109	Food Service Supervisor I	57	9	17975	Bachelor's degree relevant to the job	None required	None required	CS (Professional) 2nd level Eligibility		Pasig City General Hospital
110	Assessment Clerk I	15-3	4	13214	Completion of 2 years studies in college	None required	None required	CS (Sub-Professional) 1st level Eligibility		City Assessor's Office
111	License Officer IV	2-5	22	65319	Bachelor's degree	3 years of relevant experience	16 hours of relevant training	CS Professional 2nd Level Eligibility		Office of the Mayor, BPLO
112	Librarian II	2-2	15	30531	Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library Science	1 year relevant experience	4 hours of relevant training	RA 1080		Pasig City Library
113	Tax Mapper IV	8	22	65319	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS Professional 2nd Level Eligibility		Office of the City Assessor
114	Administrative Aide IV (Bookbinder II)	16	4	13214	Elementary School Graduate	None required	None required	None required (MC 11, s.96-Cat. III)		Office of the City Assessor
115	Education Research Assistant I	39	9	17975	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	CS Sub-Professional 1st Level Eligibility		Pamantasan ng Lungsod ng Pasig

116	Engineer IV	24-3	22	65319	Bachelor's degree in Engineering relevant to the job	3 years of relevant experience	16 hours of relevant training	RA 1080		City Engineer's Office
117	Veterinarian I	144	13	25232	Doctor of Veterinary Medicine	None required	None required	RA 1080		City Health Office
118	Dentist II	123-15	17	36942	Doctor of Dental Medicine or Dental Surgery	1 year relevant experience	4 hours of relevant training	RA 1080		City Health Office
119	Management and Audit Analyst II	2-1	15	30531	Bachelor's degree relevant to the job	1 year relevant experience	4 hours of relevant training	CS Professional/ 2nd Level Eligibility		Office of the City Mayor-Internal Audit Service Unit
120	Nutritionist-Dietitian II	126-3	15	30531	Bachelor's degree major in Nutrition, Dietetics, or Community Nutrition	1 year relevant experience	4 hours of relevant training	RA 1080		City Health Office
121	Supervising Administrative Officer	1	22	65319	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	CS Professional/ 2nd Level Eligibility		Records Management & Archives Office
122	Licensing Officer IV	2-2	22	65319	Bachelor's degree	3 years of relevant experience	16 hours of relevant training	CS Professional/ 2nd Level Eligibility		Office of the City Mayor-BPLO

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 March 21, 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.osc.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.

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Generate Sheet2

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 DEV'T. OFFICER

Date: March 06, 2020

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary of Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Market Inspector I	7-2	6	14847	Completion of two years studies in College	None required	None required	CS Sub-Professional/1st level Eligibility		Public Market Administration
2	Revenue Collection Clerk I	34-8	5	14007	Completion of two years studies in College	None required	None required	CS Sub-Professional/1st level Eligibility		City Treasurer's Office
3	Waterworks Superintendent II	61	22	65319	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
4	Engineer II	26-6	16	33584	Bachelor's degree in Engineering relevant to the job	4 hours of relevant training	1 year of relevant experience	RA 1080		City Engineer's Office
5	College Librarian I	21	13	25232	Bachelor's degree in Library Science or Information Science or BS in Educ./Arts major in Library Science	None required	None required	RA 1080		Pamantasan ng Lungsod ng Pasig
6	Supervising Admin. Officer (Administrative)	3	22	65319	Bachelor's Degree	16 hours of relevant	3 years of relevant	CS Professional/		City Health

7	Photographer IV	4	12	22938	High School Graduate or Completion of relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Photographer (MC 11, s.96-Cat. II)	City Mayor's Office- PIO
8	Administrative Aide III (Clerk I)	7	3	12466	Completion of two years studies in College	None required	None required	CS Sub-Professional/ 1st level Eligibility	City General Services Office
9	Bookkeeper III	8	10	19233	Completion of two years studies in College	8 hours of relevant training	2 years of relevant experience	CS Sub-Professional/ 1st level Eligibility	City Accounting Office
10	Traffic Operations Officer IV (Chief, TPMD)	1	22	65319	Bachelor's degree	16 hrs of relevant training	3 yrs relevant experience	CS Professional / 2nd level Eligibility	Traffic and Parking Mngt. Office
11	Traffic Operations Officer III	2-2/2-3/2-4	18	40637	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS Professional / 2nd level Eligibility	Traffic and Parking Mngt. Office
12	Traffic Aide III	3-2/3-3/ 3-4/3-5/3-6	7	15738	High School Graduate	None required	None required	None required (MC 11,s.96-Cat. III)	Traffic and Parking Mngt. Office
13	Traffic Aide II	5-3/5-4/5-5/5-6/5-7/5-8/5-9/5-10/5-11/5-12/5-13/5-14/5-15/5-16/5-17/5-18/5-19/5-20	5	14007	High School Graduate	None required	None required	None required (MC 11,s.96-Cat. III)	Traffic and Parking Mngt. Office
14	Traffic Aide I	7-1/7-2/7-3/7-4/7-5/7-6/7-7/7-8/7-9/7-10/7-11/7-12/7-13/7-14/7-15/7-16/7-17/7-18/7-19/7-20	3	12466	High School Graduate	None required	None required	None required (MC 11,s.96-Cat. III)	Traffic and Parking Mngt. Office

15	City Government Department Head II (Chief, CTDMO)	1	26	107444	Master's degree	120 hrs. of training in management & supervision	5 yrs in position/s involving mgt. & supervision	CS Professional/ 2nd level eligibility	Page 23	City Transportation Development and Management Office (CTDMO)
16	Project Evaluation Officer IV	2	22	65319	Bachelor's degree relevant to the job	16 hrs of relevant training	3 yrs of relevant experience	CS Professional/ 2nd level eligibility		City Transportation Dev't & Mgt. Office
17	Information Technology Officer I	3	19	45269	Bachelor's degree relevant to the job	8 hrs of relevant training	2 yrs of relevant experience	CS Professional/ 2nd level eligibility		City Transportation Dev't & Mgt. Office
18	Senior Transportation Regulation Officer	4	18	40637	Bachelor's degree relevant to the job	8 hrs of relevant training	2 yrs of relevant experience	CS Professional/ 2nd level eligibility		City Transportation Dev't & Mgt. Office
19	Project Evaluation Officer III	5	18	40637	Bachelor's degree relevant to the job	8 hrs of relevant training	2 yrs of relevant experience	CS Professional/ 2nd level eligibility		City Transportation Dev't & Mgt. Office
20	Project Evaluation Officer II	6	15	30531	Bachelor's degree relevant to the job	4 hrs of relevant training	1yr of relevant experience	CS Professional/ 2nd level eligibility		City Transportation Dev't & Mgt. Office
21	Administrative Asst. II (Clerk IV)	8	8	16758	Completion of two years studies in college	4 hrs of relevant training	1yr of relevant experience	CS Sub-Professional/ 1st level Eligibility		City Transportation Dev't & Mgt. Office
22	Administrative Aide VI (Clerk III)	9	6	14847	Page 4 Completion of two years studies in college	None required	None required	CS Sub-Professional/ 1st level Eligibility	Page 24	City Transportation Dev't & Mgt. Office

23	Administrative Aide IV (Driver II)	10	4	13214	Elementary School Graduate	None required	None required	Driver's License (MC 11,s.96-Cat.II)	City Transportation Dev't & Mgt. Office
24	Administrative Aide I	2-1/2-2	1	11068	Completion of two years studies in college	None required	None required	None required	Local Youth Dev't Office
25	Administrative Officer V	2	18	40637	Bachelor's degree relevant to the job	8 hrs of relevant training	2 yrs of relevant experience	CS Professional/ 2nd level eligibility	Office of the Mayor-Solid Waste Mgt. Office
26	Administrative Assistant III	3	9	17975	Completion of two years studies in College or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	CS Sub-Professional/ 1st level Eligibility	Office of the Mayor-Solid Waste Mgt. Office
27	Administrative Aide IV (Driver II)	4	4	13214	Elementary School Graduate	None required	None required	Driver's License (MC 11,s.96-Cat.II)	Office of the Mayor-Solid Waste Mgt. Office
28	Records Officer II	2	14	27755	Bachelor's degree	4 hrs of relevant training	1 year of relevant experience	CS Professional/ 2nd Level Eligibility	Records Management & Archives Office
29	Archivist II	3	14	27755	Bachelor's degree relevant to the job	4 hrs of relevant training	1 year of relevant experience	CS Professional/ 2nd Level Eligibility	Records Management & Archives Office
30	Archivist I	4	10	19233	Bachelor's degree relevant to the job	None required	None required	CS Professional/ 2nd Level Eligibility	Records Management & Archives Office