

Republic of the Philippines
MGO CABATUAN, ILOILO
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 MGO CABATUAN, ILOILO in the CSC website:



ALFONSA L. ARTIEDA

Administrative Officer V/HRMO III

Date: November 23, 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	Data Entry Machine Operator I	MO-8	6	13,195.00	Completion of 2 year studies in College/High School or Senior High School Graduate with relevant Vocational Course	None Required	None Require	Career Service (Subprofessional)/Data Encoder (CSC MC 11, s. 1996-Cat.I) First Level Elig.	Data/information collection and Management Skills	Mayor's Office
2	Administrative Aide IV (Clerk II)	MO-11	4	11,736.00	Completion of 2 year studies in College/High School or Senior High School Graduate with relevant Vocational Course	None Required	None Require	Career Service (Subprofessional)	Clerical Skills	Mayor's Office
3	Administrative Aide IV (Driver II)	MO-13	4	11,736.00	Completion of 2 year studies in College/High School or Senior High School Graduate with relevant Vocational Course	None Required	None Require	CSC M.C. 11, s. 1996, Cat. 3	Driving Skills	Mayor's Office
4	Human Resource Management Officer II	MA-13	15	27,245.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Human Resource Mgt./Interpersonal Skills	Office of the Mun. Administrator
5	Data Controller	MPDO-7	6	13,195.00	Completion of 2 yr studies in college	None required	None required	Career Service (Sub-Professional)/ First Level Eligibility	Computer Skills	Mun. Planning & Devt. Office
6	Administrative Aide IV (Clerk II)	MPDO-9	4	11,736.00	Completion of 2 yr studies in college	None required	None required	Career Service (Sub-Professional)/ First Level Eligibility	Computer Skills	Mun. Planning & Devt. Office
7	Administrative Aide IV (Utility Worker II)	MPDO-10	3	11,066.00	Elementary Graduate	None Required	None Require	None Required	None Required	Mun. Planning & Devt. Office

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8	Municipal Assessor	AS-1	24	72,313.00	Holder of a college degree preferably in commerce, public administration or law from a recognized college or university and a resident of the Municipality of Cabatuan, Iloilo	24 hrs. of training in management & supervision	Must have acquired experience in real property assessment work or in any related field for at least three (3) years.	A licensed Real Estate Appraiser (Board for Real Estate Service)	Preferably a Basic Competency on Local Treasury Examination (BCLTE) Passer	Assessor's Office
9	Assessment Clerk I	AS-6	4	11,736.00	Completion of 2 yr studies in college	None required	None required	Career Service (Sub-Professional)/ First Level Eligibility	Computer Skills	Assessor's Office
10	Administrative Aide III (Utility Worker II)	AS-7	3	11,066.00	Elementary Graduate	None Required	None Require	None Required	None Required	Assessor's Office
11	Administrative Aide IV (Clerk II)	AIO-8	4	11,736.00	Completion of 2 yr studies in college	None required	None required	Career Service (Sub-Professional)/ First Level Eligibility	Computer Skills	Internal Audit & Accounting Office
12	Administrative Aide IV (Utility Worker II)	AIO-9	3	11,066.00	Elementary Graduate	None Required	None Require	None Required	None Required	Internal Audit & Accounting Office
13	Engineering Assistant II	MEO-3	8	14,879.00	Completion of 2 yr studies in college	None required	None required	Career Service (Sub-Professional)/ First Level Eligibility	Computer Skills	Mun. Engineer's Office
14	Electrician I	MEO-7	4	11,736.00	High School Graduate/Senior High School or completion of relevant vocational/trade course	None required	None required	CSC M.C. 11, s. 1996, Category 1		Mun. Engineer's Office
15	Construction Maintenance Man	MEO-16	2	10,435.00	Elementary Graduate	None Required	None Require	None Required	None Required	Mun. Engineer's Office
16	Administrative Aide I (Utility Worker I)	MEO-17	1	9,818.00	Elementary Graduate	None Required	None Require	None Required	None Required	Mun. Engineer's Office
17	Administrative Aide IV (Clerk II)	MSWDO-5	4	11,736.00	Completion of 2 yr studies in college	None required	None required	Career Service (Sub-Professional)/ First Level Eligibility	Computer Skills	Mun. Social Welfare and Development Office
18	Administrative Aide IV (Utility Worker II)	MSWDO-6	3	11,066.00	Elementary Graduate	None Required	None Require	None Required	None Required	Mun. Social Welfare and Development Office

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20	Municipal Treasurer	TRO-1	24	72,313.00	Holder of a college degree preferably in commerce, public administration or law from a recognized college or university	24 hrs. of training in management & supervision	At least three (3) years of experience in treasury or accounting services.	Career Service (Professional) Second Level Eligibility	Preferably a Basic Competency on Local Treasury Examination (BCLTE) Passer	Treasury Office
21	Administrative Aide IV (Utility Worker II)	TRO-21	3	11,066.00	Elementary Graduate	None Required	None Require	None Required	None Required	Treasury Office
22	Nurse I	RHU-10	15	27,245.00	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	R.A. 1080 (Nurse)	Service Delivery	Rural Health Unit
23	Midwife III	RHU-11	11	18,969.00	Completion of Midwifery Course	8 hours of relevant training	2 years relevant experience	R.A. 1080 (Midwife)	Service Delivery	Rural Health Unit
24	Midwife II	RHU-16	8	14,879.00	Completion of Midwifery Course	4 hours of relevant training	1 year of relevant experience	R.A. 1080 (Midwife)	Service Delivery	Rural Health Unit
25	Administrative Aide III (Utility Worker II)	RHU-8	3	11,066.00	Completion of 2 yr studies in college	None required	None required	None required	Interpersonal Skills	Rural Health Unit
26	Registration Officer II	MCR-2	12	20,821.00	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility	Attention to Detail	Mun. Civil Registrar's Office
27	Human Resource Management Officer II	MA-13	15	27,245.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Human Resource Mgt./Interpersonal Skills	Office of the Mun. Administrator
28	Agriculturist II	AGO-2	15	27,245.00	Bachelor's degree in Agriculture	8 hours of relevant training	2 years relevant experience	R.A. 1080 (Agriculturist)	Service Delivery	Municipal Agricultural Office
29	Meat Inspector II	AGO-18	8	14,879.00	Completion of 2 yr studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional)/ First Level Eligibility	Service Delivery	Municipal Agricultural Office

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30	Municipal Government Department Head I (Economic Enterprise Manager)	CEEDO-1	24	72,313.00	Holder of a college degree preferably in commerce, public administration or law from a recognized college or university	24 hrs. of training in management & supervision	At least three (3) years of experience in Economic Enterprise and Public Utilities Administration	Career Service (Professional) Second Level Eligibility	Managerial and Supervisory Skills	Cabatuan Economic Enterprise and Development Office (CEEDO)
31	Heavy Equipment Operator II	CEEDO-10	6	13,195.00	High School Graduate or completion of relevant vocational course	None required	None required	Heavy Equipment Operator (M.C. 11, s. 1996	Interpersonal Skills	Cabatuan Economic Enterprise and Development
32	Heavy Equipment Operator I	CEEDO-18	4	11,736.00	High School Graduate or completion of relevant vocational course	None required	None required	Heavy Equipment Operator (M.C. 11, s. 1996	Interpersonal Skills	Cabatuan Economic Enterprise and Development
33	Heavy Equipment Operator I	CEEDO-19	4	11,736.00	High School Graduate or completion of relevant vocational course	None required	None required	Heavy Equipment Operator (M.C. 11, s. 1996	Interpersonal Skills	Cabatuan Economic Enterprise and
34	Administrative Aide III (Utility Worker II)	CEEDO-26	3	11,066.00	Elementary Graduate	None Required	None Require	None Required	None Required	CEEDO
35	Administrative Aide I (Utility Worker I)	CEEDO-27	1	9,818.00	Elementary Graduate	None Required	None Require	None Required	None Required	CEEDO
TOTAL: Thirty Five (35) vacant positions										

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 December 18, 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:

ALFONSA L. ARTIEDA

Administrative Officer V (HRMO III)

LGU-Cabatuan, Iloilo

cabatuanlgu@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.