

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:



BAMBIT T. PAYPON
Administrative Officer IV/ HRMO II

Date: October 4, 2023

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	Municipal Civil Registrar	MCR-1	24	76,566.00	Bachelor's degree	None required	Must have 3 years of experience in civil registry work	Career Service (Professional) or any second level eligibility	Not Applicable	Local Civil Registrar's Office
2	Environmental Management Researcher	MO-4	9	18,029.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) or any second level eligibility	Not Applicable	Office of the Municipal Mayor
3	Administrative Aide VI (Communications Equipment Operator II)	MO-7	6	14,920.00	Completion of two (2) years studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Communications Equipment Operator (CSC MC 11, s. 1996, as amended by CSC MC 10, s. 2013- Cat. II)	Not Applicable	Office of the Municipal Mayor
4	Administrative Officer V (Human Resource Management Officer III)	MA-2	18	39,716.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service Professional/ Second Level Eligibility	Not Applicable	Office of the Municipal Administrator
5	Administrative Officer II (Information Officer I)	MA-6	11	22,950.00	Bachelor's degree	None required	None required	Career Service (Professional) or any second level eligibility	Not Applicable	Office of the Municipal Administrator
6	Administrative Assistant III (Buyer III)	MA-7	9	18,029.00	Completion of two (2) years studies in college	four (4) hours of relevant training	one (1) year relevant experience	Career Service Sub-Professional/ 1st Level Eligibility	Not Applicable	Office of the Municipal Administrator
7	Sports and Games Inspector I	MA-8	6	14,920.00	Completion of two (2) years studies in college	None required	None required	Career Service Sub-Professional/ 1st Level Eligibility	Not Applicable	Office of the Municipal Administrator
8	Administrative Aide IV (Clerk II)	MPDO-5	4	13,248.00	Completion of two (2) years studies in college	None required	None required	Career Service Sub-Professional/ 1st Level Eligibility	Not Applicable	Municipal Planning and Development Office
9	Administrative Officer II (Financial Analyst I)	AIO-3	11	22,950.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) or any second level eligibility	Not Applicable	Municipal Accounting Office

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10	Administrative Aide VI (Accounting Clerk II)	AIO-7	6	14,920.00	Completion of two (2) years studies in college	None required	None required	Career Service Sub-Professional/ 1st Level Eligibility	Not Applicable	Municipal Accounting Office
11	Administrative Aide IV (Budgeting Aide)	MBO-4	4	13,248.00	Completion of two (2) years studies in college	None required	None required	Career Service Sub-Professional/ 1st Level Eligibility	Not Applicable	Municipal Budget Office
12	Legislative Staff Officer I	SBO-13	11	22,950.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) or any second level eligibility	Not Applicable	Office of the Sangguniang Bayan
13	Labor and Employment Officer I	MSWDO-4	11	22,950.00	Bachelor's degree preferably in any of the following areas: Operations Management (OM); Human Resource Management (HRM); Human Resource Development (HRD); and/or allied fields	None required	None required	Career Service (Professional) or any second level eligibility	Not Applicable	Municipal Social Welfare and Development Office
14	Engineering Aide	MEO-11	4	13,248.00	High School graduate or Completion of relevant vocation/trade course	None required	None required	None Required (CSC MC 11, s. 1996, as amended by CSC MC 10, s. 2013 - Cat. III)	Not Applicable	Office of the Municipal Engineer
15	Administrative Aide I (Utility Worker I)	MEO-18	1	11,050.00	Must be able to read and write	None required	None required	None Required (CSC MC 11, s. 1996, as amended by CSC MC 10, s. 2013 - Cat. III)	Not Applicable	Office of the Municipal Engineer
16	Local Revenue Collection Officer II	TRO-2	15	31,126.00	Bachelor's degree	four (4) hours of relevant training	one (1) year relevant experience	Career Service (Professional) or any second level eligibility	Not Applicable	Municipal Treasury

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BAMBEL T. PAYPON

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
17	Local Revenue Collection Officer I	TRO-6	11	22,950.00	Bachelor's degree	None required	None required	Career Service (Professional) or any second level eligibility	Not Applicable	Municipal Treasury
18	Revenue Collection Clerk II	TRO-7	7	15,827.00	Completion of two (2) years studies in college	None required	None required	Career Service Sub-Professional/ 1st Level Eligibility	Not Applicable	Municipal Treasury
19	Medical Technologist II	RHU-5	15	31,126.00	Bachelor's degree in Medical Technology	four (4) hours of relevant training	one (1) year relevant experience	R.A. 1080 (Medical Technologist)	Not Applicable	Rural Health Unit
20	Nurse I	RHU-6	15	31,126.00	Bachelor of Science in Nursing	None required	None required	R.A. 1080 (Nursing)	Not Applicable	Rural Health Unit
21	Midwife III	RHU-9	11	22,950.00	Completion of Midwifery Course	8 hours of relevant training	2 years of relevant experience	RA 1080, as amended, (Midwife)	Not Applicable	Rural Health Unit
22	Sanitation Inspector II	RHU-20	8	16,782.00	Completion of two (2) years studies in college	four (4) hours of relevant training	one (1) year relevant experience	Career Service Sub-Professional/ 1st Level Eligibility	Not Applicable	Rural Health Unit
23	Market Supervisor II	CEEDO-2	14	28,767.00	Bachelor's degree	four (4) hours of relevant training	one (1) year relevant experience	Career Service (Professional) or any second level eligibility	Not Applicable	Cabatuan Economic Enterprise and Development Office
24	Mechanic II	CEEDO-23	6	14,920.00	High School graduate or Completion of relevant vocation/trade course **This includes Graduates of High School under the old and new Curriculum (Senior High School)	None required	None required	Mechanic (Automotive Servicing) CSC MC 11, s. 1996, as amended by CSC MC 10, s. 2013- Cat. II	Not Applicable	Cabatuan Economic Enterprise and Development Office

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					Education	Training	Experience	Eligibility		Competency (if applicable)
25	Mechanic I	CEEDO-24	4	13,248.00	High School graduate or Completion of relevant vocation/trade course **This includes Graduates of High School under the old and new Curriculum (Senior High School)	None required	None required	Mechanic (Automotive Servicing) CSC MC 11, s. 1996, as amended by CSC MC 10, s. 2013- Cat. II	Not Applicable	Cabatuan Economic Enterprise and Development 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 23, 2023**.

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:

BAMBI T. PAYPON

Administrative Officer IV/HRMO II

LGU-Cabatuan, Iloilo

cabatuanlgu@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.