


Republic of the Philippines
SILAY CITY LOCAL GOVERNMENT UNIT
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 Silay City Local Government Unit in the CSC website:


YURI JAN D. JARDER
Officer-in-Charge, HRMO

Date: January 10, 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	Administrative Assistant III (Computer Operator II)	CM-51	9	18,362.00	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 Prof. / Data Encoder (MC 11,s.96-Cat. I)		City Mayor's Office, Silay City, Neg. Occ.
2	Supervising Administrative Officer (Budget Officer IV)	CB-06	22	62,967.00	Bachelor's Degree relevant to the Job	16 hours of relevant training	3 years of relevant experience	CS- Professional		City Budget Office, Silay City, Neg. Occ.
3	Administrative Officer V (Budget Officer III)	CB-09	18	40,683.00	Bachelor's Degree relevant to the Job	8 hours of relevant training	2 years of relevant experience	CS-Professional		City Budget Office, Silay City, Neg. Occ.
4	Administrative Assistant II (Accounting Clerk III)	CA-08	8	17,098.00	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	CS-Sub Professional		City Accountant's Office, Silay City, Neg. Occ.
5	Administrative Aide VI (Cash Clerk II)	CT-44	6	15,189.00	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	CS-Sub Professional		City Treasurer's Office, Silay City, Neg. Occ.
6	Architect III	OB-26	19	44,852.00	Bachelor's Degree in Architecture	4 hours of relevant training	1 year of relevant experience	RA 1080		Office of the City Building Official, Silay City, Neg. Occ.
7	Engineer III (Agricultural and Biosystems)	DA-03	19	44,852.00	Bachelor's Degree in Agricultural Engineering or Agricultural and Biosystems Engineering	16 hours of relevant training	3 years of relevant experience	RA 1080 (Agricultural and Biosystems Engineer)		City Agriculture Office, Silay City, Neg. Occ.
8	Agriculturist II	DA-09	15	31,587.00	Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080		City Agriculture Office, Silay City, Neg. Occ.
9	Supervising Agriculturist	DA-10	22	62,967.00	Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	16 hours of relevant training	3 years of relevant experience	RA 1080		City Agriculture Office, Silay City, Neg. Occ.
10	Social Welfare Officer III	CS-03	18	40,683.00	Bachelor's Degree in Social Work	8 hours of relevant training	2 years of relevant experience	RA 1080 (Social Worker)		City Social Welfare and Development Office, Silay City, Neg. Occ.
11	Social Welfare Assistant	CS-07	8	17,098.00	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	CS-Sub Professional		City Social Welfare and Development Office, Silay City, Neg. Occ.
	-Nothing Follows-									

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 26, 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 authenticated certificate of eligibility/rating/license; and
4. Photocopy of authenticated Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

MR. YURI JAN D. JARDER

Officer-in-Charge, HRMO

2nd Flr. City Mayor's Office, Silay City Hall, Zamora St., Silay City

yurijanjarder@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.