Electronic copy to be submitted to the CSC FO must be in MS Excel format

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: April 24, 2023

| | Position Title (Parenthetical Title, if applicable) | Plantilla Item No. | Salary/ Job/ Pay Grade | Monthly Salary | Qualification Standards | | | | | |
|-----|--|-----------------------|------------------------------|-------------------|--|----------------------------|-----------------------------|--|-------------------------------|---|
| No. | | | | | Education | Training | Experience | Eligibility | Competency (if applicable) | Place of Assignment |
| 1 | Administrative Assistant II | CM-72 | 8 | 17,770.00 | Completion of 2 years studies in College | 4 hours relevant Training | l year relevant Experience | CS-Sub Professional | | City Mayor's Office, Silay City, Neg. Occ. |
| 2 | Administrative Aide I | CM-108 | 1 | 11,700.00 | Must be able to read and write | None Required | None Required | None Required | | City Mayor's Office, Silay City, Neg. Occ. |
| 3 | Administrative Officer IV | CM-69 | 15 | 32,957.00 | Bachelor's Degree relevant to the Job | 4 hours relevant Training | 1 year relevant Experience | CS-Professional | | City Mayor's Office, Silay City, Neg. Occ. |
| 4 | Administrative Officer IV | CM-70 | 15 | 32,957.00 | Bachelor's Degree relevant to the Job | 4 hours relevant Training | 1 year relevant Experience | CS-Professional | | City Mayor's Office, Silay City, Neg. Occ. |
| 5 | Environmental Management Specialist II | CM-105 | 15 | 32,957.00 | Bachelor's Degree relevant to the Job | 4 hours relevant Training | 1 year relevant Experience | CS-Professional | | City Mayor's Office, Silay City, Neg. Occ. |
| 6 | Administrative Assistant II | CE-05 | 8 | 17,770.00 | Completion of 2 years studies in College | 4 hours relevant Training | 1 year relevant Experience | CS-Sub Professional | | City Engineer's Office, Silay City, Neg. Occ. |
| 7 | Administrative Aide VI (Utility Foreman) | CE-10 | 6 | 15,798.00 | Elementary School Graduate | None Required | None Required | None Required | | City Engineer's Office, Silay City, Neg. Occ. |
| 8 | Administrative Aide VI (Storekeeper II) | CE-09 | 6 | 15,798.00 | Completion of 2 years studies in College | None Required | None Required | CS-Sub Professional | | City Engineer's Office, Silay City, Neg. Occ. |
| 9 | Administrative Officer V (Cashier III) | CT-47 | 18 | 42,053.00 | Bachelor's Degree relevant to the Job | 8 hours relevant Training | 2 years relevant Experience | CS-Professional | | City Treasurer's Office, Silay City, Neg. Occ. |
| 10 | Administrative Officer II (Fiscal Examiner I) | IA-06 | 11 | 24,300.00 | Bachelor's Degree relevant to the Job | None Required | None Required | CS-Professional | | Internal Audit Office, Silay City, Neg. Occ. |
| 11 | Tax Mapper III | CAS-14 | 18 | 42,053.00 | Bachelor's Degree relevant to the Job | 8 hours relevant Training | 2 years relevant Experience | CS-Professional | | City Assessor's Office, Silay City, Neg. Occ. |
| 12 | Engineer I | OB-27 | 12 | 26,249.00 | Bachelor's Degree in Engineering relevant to the Job | None Required | None Required | RA 1080 | | Office of the City Building Official, Silay City, Neg. Occ. |
| 13 | Engineer II | CE-21 | 16 | 35,705.00 | Bachelor's Degree in Engineering relevant to the Job | 4 hours relevant Training | 1 year relevant Experience | RA 1080 | | City Engineer's Office, Silay City, Neg. Occ. |
| 14 | Engineer III | OB-11 | 19 | 46,221.00 | Bachelor's Degree in Engineering relevant to the Job | 8 hours relevant Training | 2 years relevant Experience | RA 1080 | | Office of the City Building Official, Silay City, Neg. Occ. |
| 15 | Local Legislative Staff Officer III | SP-24 | 16 | 35,705.00 | Bachelor's Degree | 4 hours relevant Training | 1 year relevant Experience | CS-Professional | | Sangguniang Panlungsod Office, Silay City, Neg. Occ. |
| 16 | Local Legislative Staff Assistant II | SP-25 | 8 | 17,770.00 | Completion of 2 years studies in College | 4 hours relevant Training | 1 year relevant Experience | CS-Sub Professional | | Sangguniang Panlungsod Office, Silay City, Neg. Occ. |
| 17 | Supply Officer I | GS-10 | 10 | 20,858.00 | Bachelor's Degree | None Required | None Required | CS-Professional | | General Services Office, Silay City, Neg. Occ. |
| 18 | Revenue Collection Clerk II | CT-28 | 7 | 16,758.00 | Completion of 2 years studies in College | None Required | None Required | CS-Sub Professional | | City Treasurer's Office, Silay City, Neg. Occ. |
| 19 | Senior Administrative Assistant II (Computer Operator IV) | CM-78 | 14 | 30,459.00 | Completion of 2 years studies in College or High School Graduate with relevant Vocational/Trade Course | 16 hours relevant Training | 3 years relevant Experience | CS-Sub Professional / Data Encoder (MC 11,s.96 Cat. I) | | City Mayor's Office, Silay City, Neg. Occ. |
| 20 | Local Revenue Collection Officer III | CT-18 | 18 | 42,053.00 | Bachelor's Degree | 8 hours relevant Training | 2 years relevant Experience | CS-Professional | | City Treasurer's Office, Silay City, Neg. Occ. |
| 21 | Administrative Aide IV | GS-17 | 4 | 14,027.00 | Completion of 2 years studies in College | None Required | None Required | CS-Sub Professional | | General Services Office, Silay City, Neg. Occ. |
| 22 | Administrative Aide IV | CE-07 | 4 | 14,027.00 | Completion of 2 years studies in College | None Required | None Required | CS-Sub Professional | | City Engineer's Office, Silay City, Neg. Occ. |
| 23 | Administrative Aide VI (Cash Clerk II) | CT-38 | 6 | 15,798.00 | Completion of two yrs. studies in College | None Required | None Required | CS-Sub Professional | | City Treasurer's Office, Silay City, Neg. Occ. |
| 24 | Utility Worker I | CM-166 | 1 | 11,700.00 | Must be able to read and write | None Required | None Required | None Required | | City Mayor's 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 | | | | | | | | | | |
|---|--|--|--|--|--|--|--|--|--|--|

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.p

- 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

May 11, 2023.

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

jarderyurijan@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.