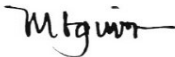


Republic of the Philippines  
SILAY CITY LOCAL GOVERNMENT UNIT  
Request for Publication of Vacant Positions

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:



MELINA B. GUION  
Officer-in-Charge, HRMO

Date: May 22, 2025

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	Driver I	GS-116	3	13,739.00	Elementary School Graduate	None Required	None Required	Professional Driver's License (MC 10, s.2013 Cat. IV)		General Services Office, Silay City, Neg. Occ.
2	City Government Assistant Department Head I (Assistant City Tresurer)	CT-02	23	75,293.00	Bachelor's Degree	16 hours of relevant Training	3 years of relevant Experience	CS-Professional		City Treasurer's Office, Silay City, Neg. Occ.
3	Supervising Administrative Officer	CT-03	22	67,352.00	Bachelor's Degree relevant to the Job	16 hours of relevant Training	3 years of relevant Experience	CS-Professional		City Treasurer's Office, Silay City, Neg. Occ.
4	Administrative Aide VI (Cash Clerk II)	CT-36	6	16,430.00	Completion of two years studies in College	None Required	None Required	CS- Sub Professional		City Treasurer's Office, Silay City, Neg. Occ.
5	Administrative Aide VI (Cash Clerk II)	CT-44	6	16,430.00	Completion of two years studies in College	None Required	None Required	CS-Sub Professional		City Treasurer's Office, Silay City, Neg. Occ.
6	Security Guard I	CM-38	3	13,739.00	High School Graduate	None Required	None Required	Security Guard License (MC 10, s.2013 Cat. IV)		City Mayor's Office, Silay City, Neg. Occ.
7	Security Guard I	CM-48	3	13,739.00	High School Graduate	None Required	None Required	Security Guard License (MC 10, s.2013 Cat. IV)		City Mayor's Office, Silay City, Neg. Occ.
8	Supervising Administrative Officer	CM-68	22	67,352.00	Bachelor's Degree relevant to the Job	16 hours of relevant Training	3 years of relevant Experience	CS-Professional		City Mayor's Office, Silay City, Neg. Occ.
9	Administrative Aide IV	CM-75	4	14,588.00	Completion of two years studies in College	None Required	None Required	CS-Sub Professional		City Mayor's Office, Silay City, Neg. Occ.
10	Licensing Officer IV	CM-89	22	67,352.00	Bachelor's Degree	16 hours of relevant Training	3 years of relevant Experience	CS-Professional		City Mayor's Office, Silay City, Neg. Occ.
11	Administrative Assistant VI (Computer Operator III)	CM-93	12	27,635.00	Completion of two years studies in College or High School Graduate with relevant Vocational/Trade Course	8 hours of relevant Training	2 years of relevant Experience	CS-Sub Professional / Data Encoder (MC 11, s.1996)		City Mayor's Office, Silay City, Neg. Occ.
12	Administrative Aide III	CM-95	3	13,739.00	Must be able to read and write	None Required	None Required	None Required		City Mayor's Office, Silay City, Neg. Occ.
13	Administrative Aide III	CM-96	3	13,739.00	Must be able to read and write	None Required	None Required	None Required		City Mayor's Office, Silay City, Neg. Occ.
14	Administrative Aide III	CM-97	3	13,739.00	Must be able to read and write	None Required	None Required	None Required		City Mayor's Office, Silay City, Neg. Occ.
15	Administrative Aide III	CM-98	3	13,739.00	Must be able to read and write	None Required	None Required	None Required		City Mayor's Office, Silay City, Neg. Occ.
16	Administrative Aide III	CM-99	3	13,739.00	Must be able to read and write	None Required	None Required	None Required		City Mayor's Office, Silay City, Neg. Occ.
17	Administrative Aide I	CM-100	1	12,177.00	Must be able to read and write	None Required	None Required	None Required		City Mayor's Office, Silay City, Neg. Occ.

18	Administrative Aide I	CM-101	1	12,177.00	Must be able to read and write	None Required	None Required	None Required		City Mayor's Office, Silay City, Neg. Occ.
19	Administrative Aide I	CM-102	1	12,177.00	Must be able to read and write	None Required	None Required	None Required		City Mayor's Office, Silay City, Neg. Occ.
20	Administrative Aide I	CM-103	1	12,177.00	Must be able to read and write	None Required	None Required	None Required		City Mayor's Office, Silay City, Neg. Occ.
21	Administrative Aide I	CM-104	1	12,177.00	Must be able to read and write	None Required	None Required	None Required		City Mayor's Office, Silay City, Neg. Occ.
22	Senior Environmental Management Specialist	CM-117	18	44,114.00	Bachelor's Degree relevant to the Job	8 hours of relevant Training	2 years of relevant Experience	CS-Professional		City Mayor's Office, Silay City, Neg. Occ.
23	Administrative Aide I	CM-121	1	12,177.00	Must be able to read and write	None Required	None Required	None Required		City Mayor's Office, Silay City, Neg. Occ.
24	Utility Worker II	CM-152	3	13,739.00	Must be able to read and write	None Required	None Required	None Required		City Mayor's Office, Silay City, Neg. Occ.
25	Laborer II	CM-184	3	13,739.00	Must be able to read and write	None Required	None Required	None Required		City Mayor's Office, Silay City, Neg. Occ.
26	Community Affairs Officer IV	PE-08	22	67,352.00	Bachelor's Degree	16 hours of relevant Training	3 years of relevant Experience	CS-Professional		Public Employment Service Office, Silay City, Neg. Occ.
27	Community Affairs Assistant I	PE-11	5	15,485.00	Completion of two years studies in College	None Required	None Required	CS-Sub Professional		Public Employment Service Office, Silay City, Neg. Occ.
28	City Government Assistant Department Head I	CP-02	23	75,293.00	Bachelor's Degree	16 hours of relevant Training	3 years of relevant Experience	CS-Professional		City Planning & Development Office, Silay City, Neg. Occ.
29	Registration Officer I	CR-08	10	21,943.00	Bachelor's Degree	None Required	None Required	CS-Professional		City Civil Registrar's Office, Silay City, Neg. Occ.
30	Population Program Worker II	CR-11	7	17,429.00	Completion of two years studies in College	None Required	None Required	CS-Sub Professional		City Civil Registrar's Office, Silay City, Neg. Occ.
31	Population Program Worker II	CR-14	7	17,429.00	Completion of two years studies in College	None Required	None Required	CS-Sub Professional		City Civil Registrar's Office, Silay City, Neg. Occ.
32	Administrative Assistant II (Budgeting Assistant)	CB-11	8	18,481.00	Completion of two years studies in College	4 hours relevant Training	1 year relevant Experience	CS-Sub Professional		City Budget Office, Silay City, Neg. Occ.
33	Accountant III	CA-04	18	44,114.00	Bachelor's Degree in Commerce/Business Administration major in Accounting	8 hours of relevant Training	2 years of relevant Experience	RA 1080		City Accounting Office, Silay City, Neg. Occ.
34	Accountant II	CA-06	15	34,572.00	Bachelor's Degree in Commerce/Business Administration major in Accounting	4 hours of relevant Training	1 year or relevant Experience	RA 1080		City Accounting Office, Silay City, Neg. Occ.
35	Administrative Aide VI (Accounting Clerk II)	CA-13	6	16,430.00	Completion of two years studies in College	None Required	None Required	CS-Sub Professional		City Accounting Office, Silay City, Neg. Occ.
36	Administrative Aide I	CA-14	1	12,177.00	Must be able to read and write	None Required	None Required	None Required		City Accounting Office, Silay City, Neg. Occ.
37	Management & Audit Assistant	IA-02	8	18,481.00	Completion of two years studies in College	4 hours of relevant Training	1 year of relevant Experience	CS-Sub Professional		Internal Audit Office, Silay City, Neg. Occ.
38	Assistant City Assessor I	CAS-02	23	75,293.00	Bachelor's Degree preferably in Civil or Mechanical Engineering, Commerce, or any other related course	None Required	3 years in real property assessment work or in any related field.	RA 1080 (Real Estate Service)		City Assessor's Office, Silay City, Neg. Occ.
39	Traffic Aide I	PN-11	3	13,739.00	High School Graduate	None Required	None Required	None Required		Philippine National Office, Silay City, Neg. Occ.
40	Engineer I	CE-23	12	27,635.00	Bachelor's Degree in Engineering relevant to the Job	None Required	None Required	RA 1080		City Engineer's Office, Silay City, Neg. Occ.
41	Construction & Maintenance General Foreman	CE-26	11	25,661.00	High School Graduate	8 hours of relevant Training	2 years of relevant Experience	None Required		City Engineer's Office, Silay City, Neg. Occ.

42	Mason II	CE-44	5	15,485.00	Elementary School Graduate	None Required	None Required	None Required (MC 10, s.2013 Cat. III)		City Engineer's Office, Silay City, Neg. Occ.
43	Electrical Inspector I	CE-80	6	16,430.00	High School Graduate or Completion of relevant Vocational/Trade Course	None Required	None Required	Electrician (Building Wiring) (-250 volts) (MC 10, s.2013 Cat. II)		City Engineer's Office, Silay City, Neg. Occ.
44	Mechanic III	CE-97	9	19,997.00	High School Graduate or Completion of relevant Vocational/Trade Course	4 hours of relevant Training	1 year of relevant Experience	Mechanic (MC 10, s. 2013 Cat. II)		
45	Heavy Equipment Operator II	CE-106	6	16,430.00	High School Graduate or Completion of relevant Vocational/Trade Course	None Required	None Required	Heavy Equipment Operator (MC 11, s. 2013 Cat. II)		City Engineer's Office, Silay City, Neg. Occ.
46	Heavy Equipment Operator I	CE-111	4	14,588.00	High School Graduate or Completion of relevant Vocational/Trade Course	None Required	None Required	Heavy Equipment Operator (MC 11, s. 2013 Cat. II)		City Engineer's Office, Silay City, Neg. Occ.
47	Administrative Aide IV	OB-03	4	14,588.00	Completion of two years studies in College	None Required	None Required	CS-Sub Professional		Office of the City Building Official, Silay City, Neg. Occ.
48	Special Agent I	OB-05	8	18,481.00	Completion of two years studies in College	4 hours of relevant Training	1 year of relevant Experience	CS-Sub Professional		Office of the City Building Official, Silay City, Neg. Occ.
49	Architect II	OB-12	16	37,454.00	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.
50	Architect II	OB-14	16	37,454.00	Bachelor's Degree in Architecture	4 hours of relevant Training	1 year of relevant Experience	RA 1081		Office of the City Building Official, Silay City, Neg. Occ.
51	Engineer I	OB-23	12	27,635.00	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.
52	Supervising Aqua-Culturist	DA-08	22	67,352.00	Bachelor's Degree relevant to the Job	16 hours of relevant Training	3 years of relevant Experience	CS-Professional		City Agriculture Office, Silay City, Neg. Occ.
53	Agricultural Technician I	CV-05	6	16,430.00	Completion of two years studies in College	None Required	None Required	CS-Sub Professional		City Veterinarian's Office, Silay City, Neg. Occ.
54	Nurse II	CH-18	16	41,616.00	Bachelor of Science in Nursing	4 hours of relevant Training	1 year of relevant Experience	RA 1080		City Health Office, Silay City, Neg. Occ.
55	Midwife III	CH-35	13	32,870.00	Completion of Midwifery Course	8 hours of relevant Training	2 years of relevant Experience	RA 1080		City Health Office, Silay City, Neg. Occ.
56	Administrative Aide III	CH-79	3	15,265.00	Must be able to read and write	None Required	None Required	None Required		City Health Office, Silay City, Neg. Occ.
57	Medical Officer V	CH-08	22	74,836.00	Doctor of Medicine	4 hours of relevant Training	1 year of relevant Experience	RA 1080		City Health Office, Silay City, Neg. Occ.
	<i>-Nothing Follows-</i>									

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 **June 10, 2025.**

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](http://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:

**MS. MELINA B. GUION**  
**Officer-in-Charge, HRMO**  
**2nd Flr. City Hall Bldg., Silay City Hall, Zamora St., Silay City**

[silaycitygovernment\\_hrmp@yahoo.com](mailto:silaycitygovernment_hrmp@yahoo.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**