



## **NOTICE OF VACANCY**

*as of May 26, 2022*

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	
1	LOCAL ASSESSMENT OPERATIONS OFFICER I	3	11	24,167	Bachelor's degree	None required	None required	Career Service (Professional) 2nd Level Eligibility	City Assessor's Office, LGU San Carlos City, Negros Occidental
2	ADMINISTRATIVE OFFICER I	9	10	21,081	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) 2nd Level Eligibility	City Assessor's Office, LGU San Carlos City, Negros Occidental
3	ADMINISTRATIVE ASSISTANT I	10	7	17,004	Completion of 2 years studies in college or High School graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional) 1st Level Eligibility	City Assessor's Office, LGU San Carlos City, Negros Occidental
4	ADMINISTRATIVE AIDE IV	11	4	14,243	Elementary School Graduate	None required	None required	None required	City Assessor's Office, LGU San Carlos City, Negros Occidental
5	ADMINISTRATIVE AIDE VI	18	6	16,033	Elementary School Graduate	None required	None required	None required	City Assessor's Office, LGU San Carlos City, Negros Occidental
6	ADMINISTRATIVE AIDE IV	7	4	14,243	Completion of 2 years studies in college or High School graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional) 1st Level Eligibility	City Budget and Management Office, LGU San Carlos City, Negros Occidental
7	ADMINISTRATIVE AIDE III	10	3	13,419	Completion of 2 years studies in college or High School graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional) 1st Level Eligibility	City Budget and Management Office, LGU San Carlos City, Negros Occidental
8	ADMINISTRATIVE AIDE II	11	2	12,640	Must be able to read and write/Elementary school graduate	None required	None required	None required	City Budget and Management Office, LGU San Carlos City, Negros Occidental
9	ADMINISTRATIVE AIDE II	106	2	12,640	Must be able to read and write/Elementary school graduate	None required	None required	None required	Office of the City Mayor, LGU San Carlos City, Negros Occidental
10	COMMUNITY DEVELOPMENT ASSISTANT I	109	7	17,004	Completion of 2 years studies in college	None required	None required	Career Service (Subprofessional) 1st Level Eligibility	Office of the City Mayor, LGU San Carlos City, Negros Occidental

11	ADMINISTRATIVE AIDE II	123	2	12,640	Must be able to read and write/Elementary school graduate	None required	None required	None required	Office of the City Mayor, LGU San Carlos City, Negros Occidental
12	NUTRITION OFFICER II	26	14	30,705	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) 2nd Level Eligibility	City Social Welfare and Development Office, LGU San Carlos City, Negros Occidental
13	ADMINISTRATIVE AIDE II	20	2	12,640	Must be able to read and write/Elementary school graduate	None required	None required	None required	City Planning and Development Coordinator's Office, LGU San Carlos City, Negros Occidental
14	MIDWIFE I	46	9	20,402	Completion of the Midwifery Course	None required	None required	RA 1080 (Midwife)	City Health Office, LGU San Carlos City, Negros Occidental
15	NURSE I	73	15	35,097	Bachelor of Science in Nursing	None required	None required	RA 1080 (Nurse)	San Carlos City Hospital, LGU San Carlos City, Negros Occidental

**Note: These positions are open to all qualified applicants regardless of age, gender, sexual orientation and gender identity, civil status, disability, religion, ethnicity or political affiliation. 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 15, 2022.**

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. Certified True Copy of Performance Rating in the last rating period;
3. Scanned/Photocopy of the Authenticated Certificate of eligibility or PRC license and ratings;
4. Scanned/Certified True Copies of Certificates of Training/Seminars;
5. Scanned/Certified True Copies of Certificates of Employment/Service Record and
6. Scanned/Certified True Copies of Transcript of Records.

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

**HON. RENATO Y. GUSTILO**

**CITY MAYOR**

OFFICE OF THE CITY MAYOR - CITY HALL BUILDING

SAN CARLOS CITY, NEGROS OCCIDENTAL

**THRU: ELSIE MAY C. ALVAREZ**

HRM OFFICER II/OIC-OHRM

2/F OHRM, CITY HALL

FC LEDESMA AVENUE

SCC, NEG. OCC 6127

[ohm.sancarlos@gmail.com](mailto:ohm.sancarlos@gmail.com)

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