


Republic of the Philippines
Province of Negros Occidental
City of San Carlos
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 LGU San Carlos City, Negros Occidental in the CSC website:


Atty. MA. CHAT DELIMA-CORDERO
City Government Department Head I - OHRM
LGU San Carlos, Negros Occidental
Date: 11/17/2022

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	Competency (if applicable)	
1	ADMINISTRATIVE AIDE VI (CLERK III)	8	6	16,033	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) 1st Level Eligibility		City Engineering Department, LGU San Carlos City, Negros Occidental
2	CONSTRUCTION AND MAINTENANCE FOREMAN	60	8	18,048	High School Graduate	4 hours of relevant training	1 year of relevant experience	None Required		City Engineering Department, LGU San Carlos City, Negros Occidental
3	ENGINEER III	59	19	47,343	Bachelor's Degree in Engineering relevant to the job	8 hours of relevant training	2 years of relevant experience	RA 1080		City Engineering Department, LGU San Carlos City, Negros Occidental
4	ADMINISTRATIVE ASSISTANT V (DATA CONTROLLER III)	13	11	24,167	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	Data Encoder/ Career Service (Subprofessional) 1st Level Eligibility		City Engineering Department, LGU San Carlos City, Negros Occidental
5	CONSTRUCTION AND MAINTENANCE CAPATAZ	62	5	15,114	Elementary School Graduate	None Required	None Required	None Required		City Engineering Department, LGU San Carlos City, Negros Occidental
6	HEAVY EQUIPMENT OPERATOR II	35	6	16,033	High School graduate or completion of relevant vocational/trade course	None Required	None Required	Heavy Equipment Operator		City Engineering Department, LGU San Carlos City, Negros Occidental
7	NURSE II	19	16	38,150	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080 (Nurse)		City Health Office, LGU San Carlos City, Negros Occidental
8	ADMINISTRATIVE OFFICER V (ADMINISTRATIVE OFFICER III)	72	18	45,203	Bachelors degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) 2nd Level Eligibility		City Health Office, LGU San Carlos City, Negros Occidental
9	ADMINISTRATIVE AIDE II (BOOKBINDER I)	41	2	12,640	Elementary School Graduate	None Required	None Required	None required		City Mayor's Office, LGU San Carlos City, Negros Occidental

10	ADMINISTRATIVE AIDE II (MESSENGER)	49	2	12,640	Elementary School Graduate	None Required	None Required	None required		City Mayor's Office, LGU San Carlos City, Negros Occidental
11	ADMINISTRATIVE AIDE II (MESSENGER)	106	2	12,640	Elementary School Graduate	None Required	None Required	None required		City Mayor's Office, LGU San Carlos City, Negros Occidental
12	ADMINISTRATIVE AIDE II (MESSENGER)	123	2	12,640	Elementary School Graduate	None Required	None Required	None required		City Mayor's Office, LGU San Carlos City, Negros Occidental
13	ADMINISTRATIVE AIDE II (MESSENGER)	151	2	12,640	Elementary School Graduate	None Required	None Required	None required		City Mayor's Office, LGU San Carlos City, Negros Occidental
14	TOURISM OPERATIONS OFFICER II	172	15	33,342	Bachelor's degree in tourism, business, law, economics, marketing, public administration or other related fields	4 hours of relevant training on tourism or*Department of Tourism specific and mandatory trainings such as but not limited to the following: Tourism Awareness and Capability Building Seminar for LGUs; Seminar on Disaster Risk Reduction and Management; Basic Tourism Statistics Training (BTST); Local Tourism Guidebook Orientation; and Seminar on Gender and Development Orientation*Training required if the highest position created by the LGU belonging to the 4th to 6th class municipalities is Tourism Operations Officer II (SG-15) who shall perform the functions of the Tourism Officer; Must be a Filipino citizen permanently residing in the LGU.	1 year of work experience and involvement in the tourism industry either in the private sector or the government	Career Service (Professional) 2nd Level Eligibility		City Mayor's Office, LGU San Carlos City, Negros Occidental
15	SOCIAL WELFARE AIDE	8	4	14,243	High School Graduate	None Required	None Required	None Required		City Social Welfare and Development Office, LGU San Carlos City, Negros Occidental

16	YOUTH DEVELOPMENT OFFICER I	18	10	21,081	Bachelor's Degree	None Required	None Required	Career Service (Professional) 2nd Level Eligibility		City Social Welfare and Development Office, LGU San Carlos City, Negros Occidental
17	SOCIAL WELFARE ASSISTANT	16	8	18,048	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) 1st Level Eligibility		City Social Welfare and Development Office, LGU San Carlos City, Negros Occidental
18	ADMINISTRATIVE AIDE II (BOOKBINDER I)	11	2	12,640	Elementary School Graduate	None Required	None Required	None required		City Treasurer's Office, LGU San Carlos City, Negros Occidental
19	ADMINISTRATIVE AIDE II (MESSENGER)	36	2	12,640	Elementary School Graduate	None Required	None Required	None required		City Treasurer's Office, LGU San Carlos City, Negros Occidental
20	ADMINISTRATIVE AIDE II (BOOKBINDER I)	59	2	12,640	Elementary School Graduate	None Required	None Required	None required		City Treasurer's Office, LGU San Carlos City, Negros Occidental
21	ADMINISTRATIVE AIDE III (UTILITY WORKER II)	21	3	13,419	Must be able to read and write	None Required	None Required	None required		City Waterworks Department, LGU San Carlos City, Negros Occidental
22	ADMINISTRATIVE AIDE III (UTILITY WORKER II)	17	3	13,419	Must be able to read and write	None Required	None Required	None required		City Waterworks Department, LGU San Carlos City, Negros Occidental
23	ADMINISTRATIVE AIDE IV (STOREKEEPER I)	19	4	14,243	Elementary School Graduate	None Required	None Required	None required		General Services Department, LGU San Carlos City, Negros Occidental
24	ADMINISTRATIVE AIDE I (UTILITY WORKER I)	149	1	12,517	Must be able to read and write	None Required	None Required	None required		San Carlos City Hospital, LGU San Carlos City, Negros Occidental
25	ADMINISTRATIVE AIDE IV (STOREKEEPER I)	134	4	14,993	Elementary School Graduate	None Required	None Required	None required		San Carlos City Hospital, LGU San Carlos City, Negros Occidental
26	ADMINISTRATIVE AIDE IV (BOOKBINDER II)	35	4	14,243	Elementary School Graduate	None Required	None Required	None required		Office of the City Accountant, LGU San Carlos City, Negros Occidental
27	ADMINISTRATIVE AIDE IV (ACCOUNTING CLERK I)	26	4	14,243	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) 1st Level Eligibility		Office of the City Accountant, LGU San Carlos City, Negros Occidental
28	ADMINISTRATIVE AIDE IV (ACCOUNTING CLERK I)	30	4	14,243	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) 1st Level Eligibility		Office of the City Accountant, LGU San Carlos City, Negros Occidental
29	ADMINISTRATIVE AIDE IV (ACCOUNTING CLERK I)	13	4	14,243	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) 1st Level Eligibility		Office of the City Accountant, LGU San Carlos City, Negros Occidental
30	ADMINISTRATIVE OFFICER IV (MANAGEMENT AND AUDIT ANALYST II)	17	15	33,342	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) 2nd Level Eligibility		Office of the City Accountant, LGU San Carlos City, Negros Occidental
31	ADMINISTRATIVE AIDE II (BOOKBINDER I)	21	2	12,640	Elementary School Graduate	None Required	None Required	None required		Office for Human Resource Management, LGU San Carlos City, Negros Occidental
32	ADMINISTRATIVE AIDE II (MESSENGER)	22	2	12,640	Elementary School Graduate	None Required	None Required	None Required		Office for Human Resource Management, LGU San Carlos City, Negros Occidental

33	PARKING AIDE II	18	4	14,243	Elementary School Graduate	None Required	None Required	None Required		Public Market and Slaughterhouse Department, LGU San Carlos City, Negros Occidental
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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 December 1, 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;
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:

Atty. MA. CHAT DELIMA-CORDERO

City Government Department Head I - OHRM

2/F OFFICE FOR HUMAN RESOURCE MANAGEMENT, CITY HALL,
FC LEDESMA AVENUE, SAN CARLOS CITY,
NEGROS OCCIDENTAL 6127

ohrm.sancarlos@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.