


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 IV (BOOKBINDER II)	6	4	14,243	Elementary School Graduate	None Required	None Required	None required		City Administrator's Office, LGU San Carlos City, Negros Occidental
2	ADMINISTRATIVE AIDE IV (BOOKBINDER II)	7	4	14,243	Elementary School Graduate	None Required	None Required	None required		City Administrator's Office, LGU San Carlos City, Negros Occidental
3	ADMINISTRATIVE OFFICER V (INFORMATION OFFICER III)	2	18	42,943	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) 2nd Level Eligibility		City Administrator's Office, LGU San Carlos City, Negros Occidental
4	ADMINISTRATIVE AIDE V (CHAUFFEUR)	24	5	15,114	None Required	None Required	None Required	Professional Driver's License		City Administrator's Office, LGU San Carlos City, Negros Occidental
5	INFORMATION TECHNOLOGY OFFICER I	17	19	47,343	Bachelors degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) 2nd Level Eligibility		City Administrator's Office, LGU San Carlos City, Negros Occidental
6	INFORMATION TECHNOLOGY OFFICER I	22	19	47,343	Bachelors degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) 2nd Level Eligibility		City Administrator's Office, LGU San Carlos City, Negros Occidental
7	INFORMATION SYSTEMS ANALYST II	19	16	36,243	Bachelors degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) 2nd Level Eligibility		City Administrator's Office, LGU San Carlos City, Negros Occidental
8	ADMINISTRATIVE AIDE IV (CLERK II)	11	4	14,243	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) 1st Level Eligibility		City Disaster Risk Reduction and Management Office, LGU San Carlos City, Negros Occidental

9	ADMINISTRATIVE AIDE II (BOOKBINDER I)	4	2	12,640	Elementary School Graduate	None Required	None Required	None Required		City Disaster Risk Reduction and Management Office, LGU San Carlos City, Negros Occidental
10	ADMINISTRATIVE AIDE II (BOOKBINDER I)	26	2	12,640	Elementary School Graduate	None Required	None Required	None Required		City Disaster Risk Reduction and Management Office, LGU San Carlos City, Negros Occidental
11	ADMINISTRATIVE AIDE II (MESSENGER)	27	2	12,640	Elementary School Graduate	None Required	None Required	None Required		City Disaster Risk Reduction and Management Office, LGU San Carlos City, Negros Occidental
12	ADMINISTRATIVE AIDE II (MESSENGER)	32	2	12,640	Elementary School Graduate	None Required	None Required	None Required		City Disaster Risk Reduction and Management Office, LGU San Carlos City, Negros Occidental
13	ADMINISTRATIVE AIDE III (DRIVER I)	20	3	13,419	Elementary School Graduate	None Required	None Required	Professional Driver's License		City Disaster Risk Reduction and Management Office, LGU San Carlos City, Negros Occidental
14	ADMINISTRATIVE AIDE III (DRIVER I)	21	3	13,419	Elementary School Graduate	None Required	None Required	Professional Driver's License		City Disaster Risk Reduction and Management Office, LGU San Carlos City, Negros Occidental
15	ADMINISTRATIVE AIDE III (DRIVER I)	17	3	13,419	Elementary School Graduate	None Required	None Required	Professional Driver's License		City Environment and Management Office, LGU San Carlos City, Negros Occidental
16	SUPERVISING ENVIRONMENTAL MANAGEMENT SPECIALIST	2	22	66,465	Bachelors degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) 2nd Level Eligibility		City Environment and Management Office, LGU San Carlos City, Negros Occidental
17	LEGAL ASSISTANT III	3	14	30,705	Bachelor of Science in Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	1 year experience in legal work such as preparation of pleadings, legal opinions and memoranda or legal research	8 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	Career Service (Professional) 2nd Level Eligibility		City Legal Office, LGU San Carlos City, Negros Occidental
18	ADMINISTRATIVE AIDE IV (BOOKBINDER II)	37	4	14,243	Elementary School Graduate	None Required	None Required	None required		City Mayor's Office, LGU San Carlos City, Negros Occidental
19	ADMINISTRATIVE AIDE IV (BOOKBINDER II)	38	4	14,243	Elementary School Graduate	None Required	None Required	None required		City Mayor's Office, LGU San Carlos City, Negros Occidental
20	ADMINISTRATIVE AIDE II (MESSENGER)	62	2	12,640	Elementary School Graduate	None Required	None Required	None required		City Mayor's Office, LGU San Carlos City, Negros Occidental
21	ADMINISTRATIVE AIDE II (BOOKBINDER I)	63	2	12,640	Elementary School Graduate	None Required	None Required	None required		City Mayor's Office, LGU San Carlos City, Negros Occidental

22	ADMINISTRATIVE AIDE II (MESSENGER)	64	2	12,640	Elementary School Graduate	None Required	None Required	None required		City Mayor's Office, LGU San Carlos City, Negros Occidental
23	ADMINISTRATIVE AIDE IV (CLERK II)	82	4	14,243	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) 1st Level Eligibility		City Mayor's Office, LGU San Carlos City, Negros Occidental
24	ADMINISTRATIVE AIDE II (MESSENGER)	83	2	12,640	Elementary School Graduate	None Required	None Required	None required		City Mayor's Office, LGU San Carlos City, Negros Occidental
25	ADMINISTRATIVE ASSISTANT II (CLERK IV)	101	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 Mayor's Office, LGU San Carlos City, Negros Occidental
26	ADMINISTRATIVE ASSISTANT III (COMPUTER OPERATOR II)	95	9	19,382	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	Data Encoder/ Career Service (Subprofessional) 1st Level Eligibility		City Mayor's Office, LGU San Carlos City, Negros Occidental
27	ADMINISTRATIVE AIDE II (MESSENGER)	133	2	12,640	Elementary School Graduate	None Required	None Required	None required		City Mayor's Office, LGU San Carlos City, Negros Occidental
28	ADMINISTRATIVE ASSISTANT III (COMPUTER OPERATOR II)	140	9	19,382	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	Data Encoder/ Career Service (Subprofessional) 1st Level Eligibility		City Mayor's Office, LGU San Carlos City, Negros Occidental
29	LABOR AND EMPLOYMENT ASSISTANT	141	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 Mayor's Office, LGU San Carlos City, Negros Occidental
30	ADMINISTRATIVE AIDE II (MESSENGER)	192	2	12,640	Elementary School Graduate	None Required	None Required	None required		City Mayor's Office, LGU San Carlos City, Negros Occidental
31	TOURISM OPERATIONS ASSISTANT	185	7	17,004	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) 1st Level Eligibility		City Mayor's Office, LGU San Carlos City, Negros Occidental
32	ENGINEER III	3	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 Waterworks Department, LGU San Carlos City, Negros Occidental
33	ENGINEER III	31	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 Waterworks Department, LGU San Carlos City, Negros Occidental
34	METER READER III	45	9	19,382	High School Graduate	4 hours of relevant training	1 year of relevant experience	None Required		City Waterworks Department, LGU San Carlos City, Negros Occidental

35	NURSE I	57	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
36	SENIOR ADMINISTRATIVE ASSISTANT II (COMPUTER OPERATOR IV)	23	14	30,705	Completion of two years studies in College or High School Graduate with relevant vocational/trade course	16 hours of relevant training	3 years of relevant experience	Data Encoder/ Career Service (Subprofessional) 1st Level Eligibility		Office of the City Accountant, LGU San Carlos City, Negros Occidental
37	ADMINISTRATIVE ASSISTANT I (COMPUTER OPERATOR I)	15	7	17,004	Completion of two years studies in College or High School Graduate with relevant vocational/trade course	None Required	None Required	Data Encoder/ Career Service (Subprofessional) 1st Level Eligibility		Office for Human Resource Management, 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 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.