

Republic of the Philippines
CGO PASIG
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 CGO PASIG in the CSC website

MILAGROS S. TAN
ACTING HUMAN RESOURCE OFFICER

Date: July 15, 2019

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	Social Welfare Officer II	5-3/5-4/5-5/ 5-6	15	30531	Bachelor's degree in Social Work	4 Hours of relevant training	1 year of relevant experience	RA 1080 (Social Work)		Department of Social Welfare and Development
2	Social Welfare Aide	10-4/10-5/ 10-6/10-7/10-8	4	13214	High School Graduate	None required	None required	None required (MC 11, s. 96- Cat. III)		Department of Social Welfare and Development
3	Daycare Worker I	9-1	6	14847	High School Graduate	None required	None required	None required (MC 11, s.96- Cat. III)		Department of Social Welfare and Development
4	Management and Audit Assistant I	10-2	8	16758	Completion of two years studies in College	4 Hours of relevant training	1 year of relevant experience	CS (Sub- Professional)/ 2nd level Eligibility		City Accounting Office

5	Laborer II	18-6	3	12466	Must be able to read and write	None required	None required	None required (MC 11, s.96-Cat. III)	 City Engineer's Office
6	Community Affairs Assistant II	4-2	5	14007	Completion of two years studies in College	4 Hours of relevant training	1 year of relevant experience	CS (Sub-Professional)/ 2nd level Eligibility	 Community Relations & Information Office
7	Education Research Assistant I	7-2	9	17975	Completion of two years studies in College	4 Hours of relevant training	1 year of relevant experience	CS (Sub-Professional)/ 2nd level Eligibility	Office of the City Mayor, Management Information System Office
8	Administrative Aide II (Messenger)	5	2	11761	Elementary School Graduate	None required	None required	None required (MC 11, s.96-Cat. III)	Office of the City Mayor, OSCA
9	Supervising Administrative Officer	2	22	65319	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS (Professional)/ Second Level Eligibility	Office of the City Administrator
10	Local Disaster Risk Reduction and Management Officer IV	1	22	65319	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	CS (Professional)/ Second Level Eligibility	Office of the City Mayor, Pasig Disaster Risk Reduction Management Office
11	Nurse III	128-2	17	36942	Bachelor of Science in Nursing	4 Hours of relevant training	1 year of relevant experience	RA 1080	City Health Office

Date of Publication

JUL 15 2014
City Vice Mayor's Office

CSC Makati P.O.

12	Supervising Administrative Officer (Administrative Officer IV)	4	22	65319	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	CS Professional/ 2nd Level Eligibility		
13	Head Teacher III	2-2/2-7	15	30531	Bachelor's degree in Education or it's equivalent with a major and minor, or Bachelor's degree in Arts and Sciences with at least (10) units in professional education	4 hours of relevant training	1 year of relevant experience	PBET/Teacher/ RA 1080		Pasig City Science High School
14	Dentist II	123-1	17	36942	Doctor of Dental Medicine or Dental Surgery	4 hours of relevant training	1 year of relevant experience	RA 1080		City Health Office
15	Nutrition Officer III	8	18	40637	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS (Professional)/ 2nd level eligibility		City Health Office

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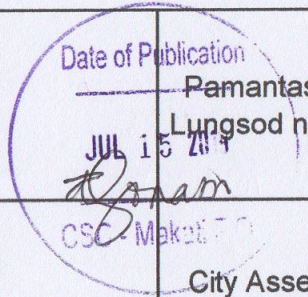
CSC Makati

Pasig City Science
High School

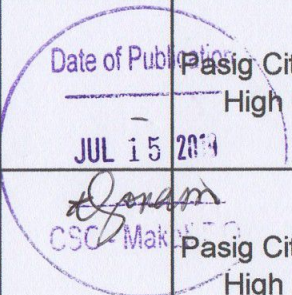
City Health Office

Pamantasan ng
Lungsod ng PasigPamantasan ng
Lungsod ng Pasig

16	Special Science Teacher I	4-1/4-2/4-3/4- 8/4-10/4-28/4- 29/4-48/4-53/4- 54 /4-17/4-49/4- 23/4-31/4-37/4- 43/4-46/4-57/4- 32/4-14/4-15/4- 19/4-22/4-40/4- 42/4-43/4-44/4- 55/4-16/4-18/4- 24/4-16/4-18/4- 24/4-39/4-41/4- 52	13	25232	Bachelor's degree in Educ. or its equivalent to major and minor or Bachelor's degree in Arts and Sciences with at least (10) units in professional education	none required	none required	PBET/Teacher/ R.A. 1080		
17	Administrative Aide IV (Clerk II)	137	4	13214	Completion of two years studies in College	none required	none required	CS (Sub- Professional)/ 1st level eligibility		
18	College Administrator	3	25	95083	Bachelor's degree	none required	3 years of Supervisory experience	Career Executive Service (CES)/Career Service Exec. Eligibility (CSEE)		
19	Administrative Officer I (Cashier I)	34	10	19233	Bachelor's degree	none required	none required	CS (Professional)/ 2nd level Eligibility		

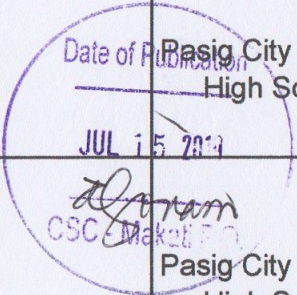
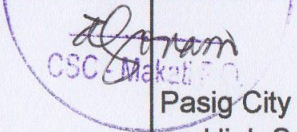
20	Administrative Officer I (Clerk I)	49-2/49-1	3	12466	Completion of two years studies in College	none required	none required	CS (Sub-Professional)/ 1st level eligibility		Pamantasan ng Lungsod ng Pasig
21	Assessment Clerk I	6-2/13-1	4	13214	Completion of two years studies in College	none required	none required	CS (Sub-Professional)/ 1st level eligibility		City Assessor's Office
22	Administrative Aide I (Utility Worker I)	68	1	11068	Must be able to read and write	none required	none required	none required		City Health Office
23	Administrative Aide IV (Electrician I)	9	4	13214	High School Graduate or Completion of relevant vocational/trade course	none required	none required	Electrician (Building Wiring) (-250 volts) Relevant MC 11,s 1996		Public Market Administration
24	Project Development Officer IV	2-1	22	65319	Bachelor's degree relevant to the job	16 hrs. of relevant training	3 years of relevant experience	CS (Professional)/ 2nd level eligibility		City Planning & Dev't Office
25	Teacher I	5-4/5-5/5-6/5-7/5-8	11	20754	Bachelor's degree in Elementary Education (BSEED) or its equivalent	none required	none required	PBET/Teacher/ R.A. 1080		Mayor's-Special Children Educ.Institute

26	Administrative Officer I	1-1/1-2/1-3	11	20754	Bachelor's degree relevant to the job	none required	none required	CS (Professional)/ 2nd level eligibility	<p>Date of Publication</p> <p>JUL 15 2014</p> <p><i>[Signature]</i></p> <p>CSC Makati</p>	Mayor's-Special Children Educ. Institute
27	Dentist I	49/124-5/124-8/124-3	14	27755	Doctor of Dental Medicine or Dental Surgery	none required	none required	R.A. 1080		City Health Office
28	Sanitation Inspector II	4	8	16758	Completion of two years studies in College	4hrs of relevant training	1 yr of relevant experience	CS (Sub-professional)/ 1st level eligibility		City Mayor's Office-CENRO
29	Sanitation Inspector I	6-1/6-2	6	14847	Completion of two years studies in College	none required	none required	CS (Sub-professional)/ 1st level eligibility		City Mayor's Office-CENRO
30	Supervising Tourism Operation Officer	1	22	65319	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS (Professional)/ 2nd level eligibility		City Mayor's Office-Tourism Office
31	Tourism Operation Assistant	3	7	15738	Completion of 2 years studies in College	none required	none required	CS (Sub-professional)/ 1st level eligibility		City Mayor's Office-Tourism Office
32	Administrative Aide III (Driver I)	4	3	12466	Must be able to read and write/Elementary School Graduate	none required	none required	Driver's License Relevant MC 11 s. 1996		City Mayor's Office-Tourism Office

33	Cashier I	7	10	19233	Bachelor's degree	none required	none required	CS (Professional) /2nd level eligibility		Pasig City Science High School
34	Supply Officer I	5	10	19233	Bachelor's degree	none required	none required	CS (Professional)/ 2nd level eligibility		Pasig City Science High School
35	Records Officer I	11	10	19233	Bachelor's degree	none required	none required	CS (Professional)/ 2nd level eligibility		Pasig City Science High School
36	Administrative Aide I (Utility Worker I)	10-4	1	11068	Must be able to read and write	none required	none required	none required		City General Services Office
37	Attorney IV	3-3	23	73811	Bachelor of Laws	8 hours relevant training	2 years relevant experience	R.A. 1080		City legal Office
38	Meat Inspector I	6	6	14847	Completion of two years studies in college	none required	none required	CS (Sub- professional)/ 1st level eligibility		Public Market Administration
39	Engineer IV	22-2	22	65319	Bachelor's in Engineering relevant to the job	16 hours of relevant training	3 years of relevant experience	R.A. 1080		City Engineer's Office
40	Senior Administrative Assistant III (Planning Officer II)	15	15	30531	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ 2nd level eligibility		Gender and Development Office

41	University Researcher I	14	16	33584	Bachelor's degree	4 hrs of relevant training	1 year of relevant experience	CS (Professional)/ 2nd level eligibility	<p>Date of Publication</p> <p>JUL 15 2019</p> <p><i>[Signature]</i></p> <p>CSC - Makati</p>	Pamantasan ng Lungsod ng Pasig
42	Dentist II	70	17	36942	Doctor of Dental Medicine or Dental Surgery	4 hrs of relevant training	1 year of relevant experience	R.A. 1080		City Health Office
43	City Gov't. Asst. Dept. Head II (Asst. City Treasurer)	2	24	83406	Master's degree or Certificate of Leadership and Management from the CSC	40 hours of supervisory/ management learning and development intervention undertaken within the last 5 years	4 years of supervisory/ management experience	CS Professional/ 2nd Level Eligibility		City Treasurer's Office
44	Administrative Aide III (Driver I)	7	3	12466	Elementary School Graduate	none required	none required	Relevant MC 11 s. 1996		City Mayor's Office- CRIO
45	Guidance Counselor III	29	13	25232	Master's degree in Guidance and Counseling	none required	none required	RA 1080 (Guidance Counselor)		Pamantasan ng Lungsod ng Pasig
46	Administrative Aide IV (Clerk II)	7-2	4	13214	Completion of two years studies in college	none required	none required	CS (Sub- professional)/ 1st level eligibility		City Treasurer's Office
47	Research Analyst I	11	11	20754	Bachelor's degree	none required	none required	CS (Professional)/ 2nd level eligibility		City Mayor's Office

48	Licensing Officer III	3-1/3-2	18	40637	Bachelor's degree	8 hrs of relevant training	2 years of relevant experience	CS (Professional)/ 2nd level eligibility	<div> Date of Publication JUL 15 2014 CSC - Makati City Mayor's Office- BPLO </div>	
49	Sanitation Inspector I	134-17	6	14847	Completion of two years studies in college	none required	none required	CS (Sub-professional)/ 1st level eligibility	<div> Date of Publication JUL 15 2014 CSC - Makati City Health Office </div>	
50	Public Services Officer I	3	11	20754	Bachelor's degree	none required	none required	CS (Professional)/ 2nd level eligibility		City Mayor's Office- CENRO
51	Registration Officer IV	3	22	65319	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	CS (Professional)/ 2nd level eligibility		City Local Civil Registrar's Office
52	Budget Officer III	'4-1/4-2	18	40637	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS (Professional)/ 2nd level eligibility		City Budget Office
53	Engineer I	7-1/7-2/7-9	12	22938	Bachelor's in Engineering relevant to the job	none required	none required	R.A. 1080		City Engineer's Office
54	Medical Specialist II	4-1	23	73811	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	R.A. 1080		Pasig City Children's Hospital

55	Guidance Counselor II	6	12	22938	Master's degree in Guidance and Counseling	none required	none required	RA 1080 (Guidance Counselor)		Pasig City Science High School
56	Administrative Aide III (Clerk I)	9	3	12466	Completion of two year studies in college or High School Graduate with relevant vocational/trade course	none required	none required	CS (Sub- Professional)/ 1st level eligibility		Pasig City Science High School
57	Dental Aide	136-6	4	13214	High School Graduate	none required	none required	none required (MC 11,s. 96- Cat.III)		City Health Office
58	Administrative Officer V (Administrative Officer III)	8	18	40637	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ 2nd Level Eligibility		City Engineer's Office
59	Executive Assistant I	6	14	27755	Bachelor's degree	4 hours of training	1 year experience	CS (Professional)/ 2nd level Eligibility		City Vice Mayor's Office

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 July 30, 2019.

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. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

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

MILAGROS S. TAN

Acting Human Resource Officer

City Government of Pasig

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

