

Republic of the Philippines
CGO PASIG
Request for Publication of Vacant Positions



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Electronic copy to be submitted to the CSC
FO must be in MS Excel format

To: CIVIL SERVICE COMMISSION (CSC)

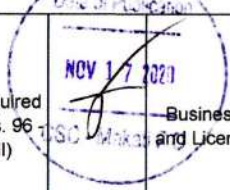
We hereby request the publication of the following vacant positions, which are authorized to be filled, at the CGO PASIG in the CSC website:


Elvira R. Flores

ELVIRA R. FLORES, MNSA, CESE
CITY HUMAN RESOURCE DEV'T. OFFICER

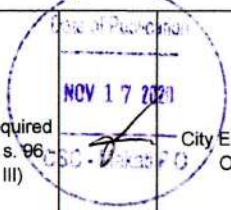
Date: November 17, 2020

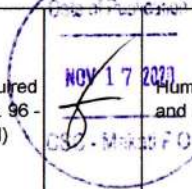
No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aide IV (Bookbinder II)	29-5/29-6/ 29-7/29-8	4	13807	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)		Office of the City Mayor
2	Administrative Aide III (Utility Worker II)	37-1/37-2/37-3/37-4/37-5/37-6/37-7/37- 8/37-9/37-10/37-11/37-12/37-13/37- 14/37-15/37-16/37-17/37-18/37-19/37- 20/37-21/37-22/37-23/37-24/37-25/37- 26	3	13019	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		Office of the City Mayor
3	Administrative Aide III (Driver I)	36-2	3	13019	Elementary School Graduate	None required	None required	Driver's License (MC 11, s.96 - Cat. II)		Office of the City Mayor
4	Administrative Aide III (Utility Worker II)	5-1/5-2	3	13019	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		Office of the City Mayor - Bahay Kalinga

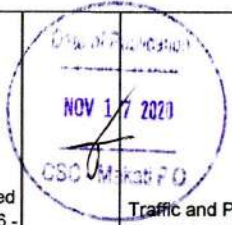
5	Administrative Aide III (Utility Worker II)	13-1/13-2/13-3/13-4/13-5/13-6/13-7/13-8/13-9/13-10/13-11/13-12/13-13/13-14/13-15/13-16/13-17/13-18/13-19/13-20/13-21/13-22/13-23/13-24	3	13019	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)	 Business Permit and License Office
6	Administrative Aide III (Driver I)	14	3	13019	Elementary School Graduate	None required	None required	Driver's License (MC 11, s.96 - Cat. II)	Business Permit and License Office
7	Administrative Aide III (Utility Worker II)	15-1/15-2/15-3	3	13019	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)	City Accounting Office
8	Administrative Aide III (Utility Worker II)	14-1/14-2/14-3/14-4/14-5/14-6/14-7/14-8	3	13019	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)	City Civil Registry Office
9	Administrative Aide III (Utility Worker II)	9-1/9-2/9-3	3	13019	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)	City Environment and Natural Resources Office

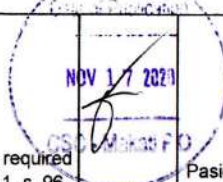
10	Administrative Aide III (Laborer II)	10-1/10-2/10-3/10-4/10-5/10-6/10-7/10-8/10-9/10-10/10-11/10-12/10-13/10-14/10-15/10-16/10-17/10-18/10-19/10-20/10-21/10-22/10-23/10-24/10-25/10-26/10-27/10-28/10-29/10-30/10-31/10-32/10-33/10-34/10-35/10-36/10-37/10-38/10-39/10-40/10-41/10-42/10-43/10-44/10-45/10-46/10-47/10-48/10-49/10-50/10-51/10-52/10-53/10-54/10-55/10-56/10-57/10-58/10-59/10-60/10-61/10-62/10-63/10-64/10-65/10-66/10-67/10-68/10-69/10-70/10-71/10-72/10-73/10-74/10-75/10-76/10-77/10-78/10-79/10-80/10-81/10-82/10-83/10-84/10-85/10-86/10-87/10-88/10-89/10-90/10-91/10-92/10-93/10-94/10-95/10-96/10-97/10-98/10-99/10-100/10-101/10-102/10-103/10-104/10-105/10-106/10-107/10-108/10-109/10-110/10-111/10-112/10-113	3	13019	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		City Environment and Natural Resources Office
11	Pharmacist II	32-4	15	32053	Bachelor's degree in Pharmacy	None required	None required	RA 1080		City Health Office
12	Pharmacist I	53	11	22316	Bachelor's degree in Pharmacy	None required	None required	RA 1080		City Health Office
13	Administrative Aide VI (Poundkeeper II)	63-1/63-2	6	15524	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)		City Health Office

14	Administrative Aide IV (Bookbinder II)	71	4	13807	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)		City Health Office
15	Administrative Aide III (Utility Worker II)	80-3/80-4/80-5/80-6	3	13019	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		City Health Office
16	Administrative Aide III (Utility Worker II)	11-1/11-2/11-3/11-4/11-5/11-6/11-7/11-8	3	13019	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		Pasig Disaster Risk Reduction Management Office
17	Administrative Aide III (Utility Worker II)	3-1/3-2/3-3	3	13019	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		Office of the City Mayor - OSCA
18	Administrative Aide III (Utility Worker II)	5-1/5-2	3	13019	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		Office of the City Mayor - Barangay Computer Literacy Program
19	Administrative Aide III (Utility Worker II)	8-1/8-2	3	13019	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		City legal Office
20	Administrative Aide III (Utility Worker II)	13-2/13-3/13-4/13-5/13-6	3	13019	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		Department of Social Welfare and Development

21	Administrative Aide III (Laborer II)	36-7/36-8/36-9/36-10/36-11/36-12/36-13/36-14/36-15/36-16/36-17/36-18/36-19/36-20/36-21/36-22/36-23/36-24/36-25/36-26/36-27/36-28/36-29/36-30/36-31/36-32/36-33/36-34/36-35/36-36/36-37/36-38/36-39/36-40/36-41/36-42/36-43/36-44/36-45/36-46/36-47/36-48/36-49/36-50/36-51/36-52/36-53	3	13019	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)	 City Engineer's Office
22	Administrative Aide III (Driver I)	32-2	3	13019	Elementary School Graduate	None required	None required	Driver's License (MC 11, s. 96 - Cat. II)	Gender and Development Office
23	Administrative Aide III (Utility Worker II)	42-11/42-12/42-13/42-14/42-15/42-16/42-17/42-18/42-19/42-20/42-21/42-22/42-23/42-24/42-25/42-26/42-27/42-28/42-29/42-30/42-31/42-32/42-33/42-34/42-35/42-36/42-37/42-38/42-39/42-40/42-41/42-42/42-43/42-44/42-45/42-46/42-47/42-48/42-49/42-50/42-51/42-52/42-53/42-54/42-55/42-56/42-57/42-58/42-59/42-60/42-61/42-62/42-63/42-64/42-65/42-66/42-67/42-68/42-69/42-70/42-71/42-72/42-73/42-74/42-75/42-76/42-77/42-78/42-79/42-80/42-81/42-82/42-83/42-84/42-85/42-86/42-87/42-88/42-89/42-90/42-91/42-92/42-93/42-94/42-95/42-96/42-97/42-98/42-99/42-100/42-101/42-102/42-103/42-104/42-105/42-106/42-107/42-108/42-109/42-110	3	13019	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)	Office of General Services

24	Administrative Aide IV (Bookbinder II)	11-3	4	13807	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)	 Human Resource and Development Office
25	Administrative Aide III (Utility Worker II)	13-5/13-6/13-7/13-8	3	13019	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)	Human Resource and Development Office
26	Administrative Aide III (Utility Worker II)	10	3	13019	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)	Office of the City Mayor- MISO
27	Administrative Aide III (Utility Worker II)	8-1/8-2/8-3/8-4/8-5/8-6/8-7/8-8/8-9/8-10/8-11/8-12/8-13/8-14/8-15/8-16/8-17	3	13019	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)	Peace and Order Department
28	Administrative Aide III (Utility Worker II)	7-2	3	13019	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)	Traffic and Parking Management Office

29	Traffic Aide I	8-21/8-22/8-23/8-24/8-25/8-26/8-27/8-28/8-29/8-30/8-31/8-32/8-33/8-34/8-35/8-36/8-37/8-38/8-39/8-40/8-41/8-42/8-43/8-44/8-45/8-46/8-47/8-48/8-49/8-50/8-51/8-52/8-53/8-54/8-55/8-56/8-57/8-58/8-59/8-60/8-61/8-62/8-63/8-64/8-65/8-66/8-67/8-68/8-69/8-70/8-71/8-72/8-73/8-74/8-75/8-76/8-77/8-78/8-79/8-80/8-81/8-82/8-83/8-84/8-85/8-86/8-87/8-88/8-89/8-90/8-91/8-92/8-93/8-94/8-95/8-96/8-97/8-98/8-99/8-100/8-101/8-102/8-103/8-104/8-105/8-106/8-107/8-108/8-109/8-110	3	13019	High School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)		Traffic and Parking Management Office
30	Administrative Aide III (Utility Worker II)	31-2/31-3/31-4/31-5/31-6/31-7/31-8/31-9/31-10/31-11/31-12/31-13/31-14/31-15/31-16/31-17/31-18/31-19/31-20/31-21/31-22/31-23/31-24/31-25/31-26	3	13019	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		City Treasurer's Office
31	Administrative Aide III (Utility Worker II)	11-1/11-2	3	13019	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		Office of the Vice Mayor
32	Administrative Aide III (Utility Worker II)	58-6/58-7/58-8/58-9/58-10/58-11/58-12	3	13019	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		Pamantasan ng Lungsod ng Pasig

33	Administrative Aide III (Utility Worker II)	76-2/76-3/76-4/76-5/76-6/76-7/76-8/76-9/76-10/76-11/76-12/76-13/76-14/76-15/76-16/76-17/76-18/76-19/76-20/76-21/76-22/76-23/76-24/76-25/76-26/76-27/76-28/76-29/76-30/76-31/76-32/76-33/76-34/76-35/76-36/76-37/76-38/76-39/76-40/76-41/76-42/76-43/76-44/76-45/76-46/76-47/76-48/76-49/76-50/76-51/76-52/76-53/76-54/76-55/76-56/76-57/76-58/76-59/76-60/76-61/76-62/76-63/76-64/76-65	3	13019	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		Pasig City General Hospital
34	Administrative Aide III (Utility Worker II)	9-1/9-2	3	13019	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		Pasig City Institute of Science and Technology
35	Administrative Aide III (Utility Worker II)	8-1/8-2/8-3/8-4/8-5/8-6	3	13019	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		Pasig City Library
36	Administrative Aide III (Utility Worker II)	3	3	13019	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		Office of the City Mayor- Pasig City Museum
37	Administrative Aide III (Utility Worker II)	7	3	13019	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		Pasig City Science High School
38	Photographer III	5	10	20219	High School Graduate or Completion of relevant vocational/trade course	8 hours of relevant Training	2 years of relevant experience	Photographer (MC 11 s.96,Cat.II)		Public Information Office

39	Administrative Aide III (Utility Worker II)	8	3	13019	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)	Public Information Office
40	Administrative Aide III (Laborer II)	13-10/13-11	3	13019	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)	Public Market Administration
41	Administrative Aide III (Utility Worker II)	14-9/14-10/14-11/14-12/14-13/14-14/14-15/14-16/14-17/14-18/14-19/14-20/14-21/14-22/14-23/14-24/14-25	3	13019	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)	Public Market Administration
42	Administrative Aide III (Utility Worker II)	5	3	13019	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)	Solid Waste Management Office
43	Administrative Aide III (Utility Worker II)	7	3	13019	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)	Office of the City Mayor- Special Children Education Institute
44	Administrative Aide III (Utility Worker II)	11-1/11-2/11-3/11-4/11-5/11-6/11-7/11-8/11-9/11-10	3	13019	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)	Tricycle Operation and Regulatory 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 December 02, 2020.

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:

ELVIRA R. FLORES, MNSA, CESE
 City Human Resource Dev't. Officer
 City Government of Pasig

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.