

Republic of the Philippines
CITY GOVERNMENT OF CABANATUAN
Publication and Posting of Vacancies

Date: November 14, 2024

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 November 29, 2024

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:

Hon. Myca Elizabeth R. Vergara

City Mayor

Office of the City Mayor, City Hall, Phase II, Kapt. Pepe Subd., Cabanatuan City

cabanatuan.lgu@gmail.com

All qualified applicants will receive consideration for employment regardless of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity or political affiliation.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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 (DATA ENTRY MACHINE OPERATOR I)	57	6	17,553.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service Sub Professional / First Level Eligibility / Data Encoder eligibility		CMO, City Government of Cabanatuan
2	ADMINISTRATIVE ASSISTANT II	10	8	19,744.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub Professional / First Level Eligibility		CTO, City Government of Cabanatuan
3	ADMINISTRATIVE OFFICER III (RECORDS OFFICER II)	14	14	33,843.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional / Second Level Eligibility		CTO, City Government of Cabanatuan

4	REVENUE COLLECTION CLERK I	19	5	16,543.00	Completion of two years studies in college	None required	None required	Career Service Sub Professional / First Level Eligibility		CTO, City Government of Cabanatuan
5	REVENUE COLLECTION CLERK I	42	5	16,543.00	Completion of two years studies in college	None required	None required	Career Service Sub Professional / First Level Eligibility		CTO, City Government of Cabanatuan
6	ADMINISTRATIVE OFFICER I (CASHIER I)	50B	10	23,176.00	Bachelor's degree	None required	None required	Career Service Professional / Second Level Eligibility		CTO, City Government of Cabanatuan
7	ADMINISTRATIVE AIDE VI (DISBURSING OFFICER I)	52	6	17,553.00	Completion of two years studies in college	None required	None required	Career Service Sub Professional / First Level Eligibility		CTO, City Government of Cabanatuan
8	LOCAL TREASURY OPERATIONS OFFICER I	55	11	27,000.00	Bachelor's degree	None required	None required	Career Service Professional / Second Level Eligibility		CTO, City Government of Cabanatuan
9	DRAFTSMAN I	17	6	17,553.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Draftsman (MC 10, s. 2013-Cat. II)		CEO, City Government of Cabanatuan
10	ENGINEER I	22B	12	29,165.00	Bachelor's degree in Engineering relevant to the job	None required	None required	RA 1080		CEO, City Government of Cabanatuan
11	ENGINEER I	22C	12	29,165.00	Bachelor's degree in Engineering relevant to the job	None required	None required	RA 1080		CEO, City Government of Cabanatuan
12	ADMINISTRATIVE ASSISTANT II	5	8	19,744.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub Professional / First Level Eligibility		OCA, City Government of Cabanatuan

13	ACCOUNTANT III	23	19	51,357.00	Bachelor's degree in Commerce/Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience	RA 1080		OCA, City Government of Cabanatuan
14	ASSESSMENT CLERK I	20	4	15,586.00	Completion of two years studies in college	None required	None required	Career Service Sub Professional / First Level Eligibility		CAO, City Government of Cabanatuan
15	TAX MAPPING AIDE	27	4	15,586.00	High School Graduate or completion of relevant vocational/trade course	None required	None required	None required (MC 10, s. 2013 - Cat. III)		CAO, City Government of Cabanatuan
16	ADMINISTRATIVE OFFICER II	7A	11	27,000.00	Bachelor's degree relevant to the job	None required	None required	Career Service Professional / Second Level Eligibility		CCRO, City Government of Cabanatuan
17	ADMINISTRATIVE AIDE III (CLERK I)	12	3	14,678.00	Completion of two years studies in college	None required	None required	Career Service Sub Professional / First Level Eligibility		CCRO, City Government of Cabanatuan
18	ADMINISTRATIVE AIDE III (CLERK I)	23	3	14,678.00	Completion of two years studies in college	None required	None required	Career Service Sub Professional / First Level Eligibility		CCRO, City Government of Cabanatuan
19	MIDWIFE II	58	11	27,000.00	Completion of Midwifery Course	4 hours of relevant training	1 year of relevant experience	RA 1080		CHO, City Government of Cabanatuan
20	MIDWIFE I	73	9	21,211.00	Completion of Midwifery Course	None required	None required	RA 1080		CHO, City Government of Cabanatuan
21	NUTRITION OFFICER II	106	14	33,843.00	Bachelor's degree relevant to the job	None required	None required	Career Service Professional / Second Level Eligibility		CHO, City Government of Cabanatuan

22	ADMINISTRATIVE AIDE VI (DATA ENTRY MACHINE OPERATOR I)	13	6	17,553.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service Sub Professional / First Level Eligibility / Data Encoder eligibility		MVGCCGH, City Government of Cabanatuan
23	ADMINISTRATIVE AIDE I (UTILITY WORKER I)	29G	1	13,000.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013 - Cat. III)		MVGCCGH, City Government of Cabanatuan
24	NURSING ATTENDANT I	171	4	15,586.00	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)		MVGCCGH, City Government of Cabanatuan
25	NURSING ATTENDANT I	179	4	15,586.00	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)		MVGCCGH, City Government of Cabanatuan
26	NURSING ATTENDANT I	181	4	15,586.00	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)		MVGCCGH, City Government of Cabanatuan
27	SOCIAL WELFARE AIDE	8	4	15,586.00	High School graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)		CSWDO, City Government of Cabanatuan
28	SOCIAL WELFARE ASSISTANT	16	8	19,744.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub Professional / First Level Eligibility		CSWDO, City Government of Cabanatuan
29	MARKET SUPERVISOR IV	22	22	71,511.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service Professional / Second Level Eligibility		CEEMO, City Government of Cabanatuan
30	AGRICULTURIST II	8	15	36,619.00	Bachelor's degree in Agriculture or other allied courses such as Agric'l Engineering, Fisheries Tech., and Veterinary Medicine	4 hours of relevant training	1 year of relevant experience	relevant RA1080		CAGriO, City Government of Cabanatuan

31	AGRICULTURIST II	18	15	36,619.00	Bachelor's degree in Agriculture or other allied courses such as Agric'l Engineering, Fisheries Tech., and Veterinary Medicine	4 hours of relevant training	1 year of relevant experience	relevant RA1080		CAGriO, City Government of Cabanatuan
32	ADMINISTRATIVE ASSISTANT V (DATA ENTRY MACHINE OPERATOR III)	21	11	27,000.00	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	Career Service Sub Professional / First Level Eligibility / Data Encoder eligibility		CBLIPO, City Government of Cabanatuan
33	ADMINISTRATIVE AIDE VI (DATA ENTRY MACHINE OPERATOR I)	3	6	17,553.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service Sub Professional / First Level Eligibility / Data Encoder eligibility		CMPO, City Government of Cabanatuan
34	LOCAL LEGISLATIVE STAFF OFFICER V	74	22	71,511.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service Professional / Second Level Eligibility		SP, City Government of Cabanatuan
35	DRAFTSMAN I	17A	6	16,877.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Draftsman (MC 10, s. 2013 - Cat. II)		CEO, City Government of Cabanatuan
36	DRAFTSMAN I	17B	6	16,877.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Draftsman (MC 10, s. 2013 - Cat. II)		CEO, City Government of Cabanatuan
37	CITY GOVERNMENT ASSISTANT DEPARTMENT HEAD I (ASSISTANT CITY BUDGET OFFICER)	2	23	80,003.00	Bachelor's degree preferably in Accounting, Economics, Public Administration or any related course	16 hours of supervisory/management learning and development intervention	3 years of experience in government budgeting or any related field	Career Service Professional / Second Level Eligibility		CBO, City Government of Cabanatuan
38	CITY GOVERNMENT ASSISTANT DEPARTMENT HEAD I (ASSISTANT CITY ACCOUNTANT)	2	23	80,003.00	Bachelor's degree in Accounting/Accountancy	16 hours of supervisory/management learning and development intervention	3 years of experience in the Treasury or Accounting service	RA 1080, as amended, (Certified Public Accountant)		OCA, City Government of Cabanatuan
39	NURSE I	98	15	36,619.00	Bachelor of Science in Nursing	None required	None required	RA 1080		MVGCCGH, City Government of Cabanatuan

40	LABORER II	22	3	14,678.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013 - Cat. III)		CVO, City Government of Cabanatuan
41	CITY GOVERNMENT ASSISTANT DEPARTMENT HEAD I	3	23	80,003.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service Professional / Second Level Eligibility		CMO, City Government of Cabanatuan
42	CITY GOVERNMENT DEPARTMENT HEAD I (CITY HOUSING DEVELOPMENT AND MANAGEMENT OFFICER)	1	25	102,690.00	Bachelor's degree preferably in Engineering, Sociology or other related course	32 hours of supervisory/management learning and development intervention	5 years of experience in planning, organizing and coordinating in the development of housing programs and projects	Career Service Professional / Second Level Eligibility		CHDMO, City Government of Cabanatuan*
43	CITY GOVERNMENT DEPARTMENT HEAD I (TOURISM OFFICER)	1	25	102,690.00	Bachelor's degree in tourism, business, law, economics, marketing, public administration or other related fields	DOT specific and mandatory trainings such as but not limited to: Tourism Awareness and Capability Building for LGUs, Seminar on Risk Reduction and Management, Basic Tourism Statistics Training (BSTS), Local Tourism Guidebook Orientation and Seminar on Gender and Development Orientation.	5 years of work experience and involvement in the tourism industry either in the private sector or the government	Career Service Professional / Second Level Eligibility		CTDPO, City Government of Cabanatuan*
44	CITY GOVERNMENT DEPARTMENT HEAD I (CITY AGRICULTURIST)	1	25	102,690.00	Bachelor's degree in Agriculture or other allied courses such as Agric'l Engineering, Fisheries Tech., and Veterinary Medicine	None required	5 years acquired experience in agriculture or in a related field	Relevant RA 1080, as amended, (Agriculturist, Agricultural Engineer, Fisheries Technologist, Veterinarian, and others depending on the functions, duties and responsibilities as indicated in the Position Description Form)		CAgriO, City Government of Cabanatuan*

*Including the other qualifications pursuant to RA7160: A citizen of the Philippines, a resident of the City of Cabanatuan and of good moral character.

<https://cabanatuancity.gov.ph/>

Posting Period: November 14, 2024 to November 29, 2024