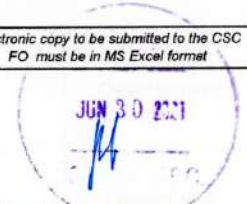


Republic of the Philippines  
**CGO PASIG**  
Request for Publication of Vacant Positions



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:

*Elvira R. Flores*  
**ELVIRA R. FLORES, MNSA, CESE**

CITY HUMAN RESOURCE DEVELOPMENT OFFICER

Date: June 30, 2021

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	Local Assessment Operations Officer IV	3-1/3-2	22	68415	Bachelor's degree	16 hours of relevant training	3 years relevant experience	Career Service (Professional) Second Level Eligibility		City Assessors Office
2	City Government Department Head II (City Budget Officer)	1	26	111742	Bachelor's Degree preferably in Accounting, Economics, Public Administration or any related course	None required	5 years experience in government budgeting or in any related field immediately preceeding appointment	Career Service (Professional)/ Second level eligibility		City Budget Office
3	Administrative Aide III (Driver I)	32	3	13572	Elementary School Graduate	None required	None required	Professional Driver's License (MC 10, s. 2013-Cat.IV)		Gender and Development Office
4	Administrative Aide III (Clerk I)	31	3	13572	Completion of two years studies in college	None required	None required	Career Service (Sub- Professional)/ First level Eligibility		Gender and Development Office

5	Administrative Aide IV (Clerk II)	30	4	14400	Completion of two years studies in college	None required	None required	Career Service (Sub-Professional)/ First level Eligibility	Gender and Development Office
6	Administrative Aide V (Photographer I)	29	5	15275	High School Graduate or completion of relevant vocational/ trade course	None required	None required	Photographer (MC No. 10-s 2013-Cat II)	Gender and Development Office
7	Administrative Aide VI (Clerk III)	27-1/27-2/27-3/27-4	6	16200	Completion of two years studies in College	None required	None required	Career Service (Sub-Professional)/ First level Eligibility	Gender and Development Office
8	Administrative Assistant III (Buyer III)	23	9	17975	Completion of two years studies in college	4 hours of relevant training	1 years of relevant experience	Career Service (Sub-Professional)/ First level Eligibility	Gender and Development Office
9	Attorney IV	2	23	76907	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080	Gender and Development Office
10	Project Development Officer III	10	18	43681	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second level Eligibility	Gender and Development Office
11	Supervising Administrative Officer	4	22	68415	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second level Eligibility	Gender and Development 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 15, 2021.

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](http://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 Development Officer  
City Government of Pasig

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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.

JUL 01 2021  
APK  
*Elvira R. Flores*  
**ELVIRA R. FLORES, MNSA, CESE**

CITY HUMAN RESOURCE DEVELOPMENT OFFICER

Date: July 1, 2021

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	University/College President III	1	29	161231	Appropriate Doctoral Degree	5 years in position/s involving management and supervision	None required	None required		Pamantasan ng Lungsod ng Pasig

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 16, 2021.

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](http://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 Development Officer  
City Government of Pasig

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