

**FILE COPY**

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


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

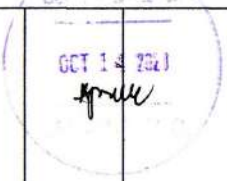
To: CIVIL SERVICE COMMISSION (CSC)

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

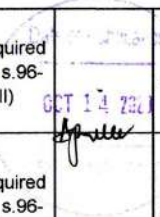
*Elvira R. Flores*  
**ELVIRA R. FLORES, MNSA, CESE**  
CITY HUMAN RESOURCE DEVT. OFFICER  
Date: October 14, 2020

| No. | Position Title<br>(Parenthetical Title,<br>if applicable)                          | Plantilla Item<br>No. | Salary/<br>Job/<br>Pay<br>Grade | Monthly<br>Salary | Qualification Standards   |  |  |  |                               | Place of<br>Assignment   |
|-----|--|-----------------------|---------------------------------|-------------------|---|--|--|--|-------------------------------|--|
|     |  |                       |                                 |                   | Education   | Training   | Experience   | Eligibility  | Competency<br>(if applicable) |  |
| 1   | City Government<br>Dept. Head II<br>(City Building Official<br>Officer)            | 1                     | 26                              | 109593            | Bachelor's degree in<br>Architecture or<br>Engineering  | None required  | 5 years experience<br>in the practice of<br>profession   | RA 1080<br>(Engineering/<br>Architecture)            |                               | Office of the City<br>Building Official                            |
| 2   | Supervising Labor<br>and Employment<br>Officer                                     | 1                     | 22                              | 66867             | Bachelor's degree<br>preferably in any of the<br>following: Operations<br>Management (OM);<br>Human Resource<br>Management (HRM);<br>Human Resource<br>Development (HRD);<br>and/or allied fields | 16 hours of relevant<br>training on<br>employment facilitation | 3 years of<br>experience in<br>program<br>management relative<br>to employment<br>facilitation   | CS<br>(Professional)/<br>Second Level<br>Eligibility |                               | Office of the City<br>Mayor, Pasig<br>Employment<br>Service Office |
| 3   | City Government<br>Assistant<br>Department Head II<br>(Assistant City<br>Assessor) | 2                     | 24                              | 85074             | Bachelor's degree in<br>preferably in Civil or<br>Mechanical<br>Engineering,<br>Commerce or any other<br>related course   | None required  | 3 years experience<br>in real property<br>assessment work or<br>in any related field<br>immediately<br>preceeding the date<br>of appointment | RA 1080<br>(Real Estate<br>Service)                  |                               | Office of the City<br>Assessor                                     |

|   |   |   |    |        |  |                                  |   |  |   |
|---|---|---|----|--------|--|----------------------------------|---|--|---|
| 4 | City Government<br>Department Head II<br>(City General<br>Services Officer) | 1 | 26 | 109593 | Bachelor's degree in<br>public Administration,<br>Business<br>Administration and<br>Management | None required                    | 5 years experience<br>in general services<br>immediately<br>preceding the date<br>of appointment    | <br>CS SCT 1 2021<br>(Professional)<br>Second Level<br>Eligibility<br>April | City General<br>Services Office               |
| 5 | City Government<br>Department Head II<br>(City Engineer)                    | 1 | 26 | 109593 | Bachelor's degree  | None required                    | 5 years in the<br>practice of<br>profession<br>immediately<br>preceeding the date<br>of appointment | RA 1080  | City Engineer's<br>Office                     |
| 6 | City Government<br>Department Head II<br>(City Accountant)                  | 1 | 26 | 109593 | Bachelor's degree  | None required                    | 5 years experience<br>in treasury or<br>accounting service<br>immediatly the<br>date of appointment | RA 1080  | City Accounting<br>Office                     |
| 7 | Supervising Admin.<br>Officer<br>(Administrative<br>Officer IV)             | 1 | 22 | 66867  | Bachelor's degree  | 16 hours of relevant<br>training | 3 years of relevant<br>training   | CS<br>Professional/<br>Second Level<br>Eligibility   | Office of the City<br>Mayor, Bahay<br>Kalinga |

|    |   |   |    |        |  |   |   |   |   |   |
|----|---|---|----|--------|--|---|---|---|---|---|
| 8  | Supervising Tourism Operations Officer                                  | 1 | 22 | 66867  | 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 the following:<br>- Tourism Awareness and Capability Building Seminar for LGUs<br>- Seminar on Disaster Risk Reduction and Management<br>- Basic Tourism Statistics Training (BTST)<br>- Local Tourism Guidebook Orientation and;<br>- Seminar on Gender and Development Orientation. | 3 years of work experience and involvement in the tourism industry either in the private sector or the government | CS Professional/ Second Level Eligibility                               |  | Office of the City Mayor-Cultural Affairs and Tourism Office  |
| 9  | City Government Assistant Department Head II (Assistant City Treasurer) | 2 | 24 | 85074  | Bachelor's degree preferably in commerce, public administration or law   | None required   | 5 years in experience in treasury or accounting   | CS Professional/ Basic Competency on Local Treasury Examination (BCLTE) |   | City Treasurer's Office                                       |
| 10 | City Government Department Head II (Chief, CTDMO)                       | 1 | 26 | 109593 | Masteral Degree  | 120 hours of relevant training in management and supervision  | 5 years in position in management and supervision   | CS Professional/ 2nd level eligibility                                  |   | City Transportation Development and Management Office (CTDMO) |

|    |   |      |   |       |   |                            |                             |  |   |  |
|----|---|------|---|-------|---|----------------------------|-----------------------------|--|---|--|
| 11 | Administrative Aide V                                     | 2    | 5 | 14641 | Completion of two-year studies in College or High School Graduate with relevant vocational/trade course | 4 hrs of relevant training | 1 yr of relevant experience | CS (Sub-Professional)/ 1st level eligibility |  | Persons with Disability Affairs Office                       |
| 12 | Administrative Aide III                                   | 3    | 3 | 13019 | 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   |   | Persons with Disability Affairs Office                       |
| 13 | Administrative Aide III (Driver I)                        | 4    | 3 | 13019 | Must be able to read and write/Elementary School Graduate   | none required              | none required               | Driver's License Relevant MC 11 s. 1996      |   | Office of the City Mayor-Cultural Affairs and Tourism Office |
| 14 | Administrative Aide VI (Utility Foreman)                  | 25-1 | 6 | 15524 | Elementary School Graduate  | None required              | None required               | None required (MC 11, s.96-Cat.III)          |   | Office of the City Mayor                                     |
| 15 | Administrative Aide VI (Utility Foreman)                  | 9-3  | 6 | 15524 | Elementary School Graduate  | None required              | None required               | None required (MC 11, s.96-Cat.III)          |   | Public Market Administration                                 |
| 16 | Administrative Aide V (Carpenter II)                      | 10-4 | 5 | 14641 | Elementary School Graduate  | None required              | None required               | Carpenter (MC 11, 96-Cat.I)                  |   | Public Market Administration                                 |
| 17 | Administrative Aide IV (Reproduction Machine Operator II) | 11-5 | 4 | 13807 | Elementary School Graduate  | None required              | None required               | None required (MC 11, s.96-Cat.III)          |   | City Treasurer's Office                                      |

|    |  |                                     |   |       |  |               |               |                                     |   |                              |
|----|--|-------------------------------------|---|-------|--|---------------|---------------|-------------------------------------|---|------------------------------|
| 18 | Nursing Attendant II                     | 62-5/62-6                           | 6 | 15524 | Elementary School Graduate   | None required | None required | None required (MC 11, s.96-Cat.III) |  | Pasig City General Hospital  |
| 19 | Nursing Attendant I                      | 69-22/69-23/69-24/69-25/69-26/69-27 | 4 | 13807 | Elementary School Graduate   | None required | None required | None required (MC 11, s.96-Cat.III) |   | Pasig City General Hospital  |
| 20 | Administrative Aide IV (Bookbinder II)   | 12-2                                | 4 | 13807 | Elementary School Graduate   | None required | None required | None required (MC 11, s.96-Cat.III) |   | Pasig City General Hospital  |
| 21 | Administrative Aide VI (Utility Foreman) | 9-3/9-8                             | 6 | 15524 | Elementary School Graduate   | None required | None required | None required (MC 11, s.96-Cat.III) |   | City General Services Office |
| 22 | Administrative Aide V (Instrumentman)    | 10-1/10-2/10-4                      | 5 | 14641 | High School Graduate or Completion of relevant vocational/trade course | None required | None required | None required (MC 11, s.96-Cat.III) |   | City General Services Office |
| 23 | Administrative Aide V (Carpenter II)     | 11-11                               | 5 | 14641 | Elementary School Graduate   | None required | None required | Carpenter (MC 11, 96-Cat.I)         |   | City General Services Office |
| 24 | Administrative Aide IV (Bookbinder II)   | 12                                  | 4 | 13807 | Elementary School Graduate   | None required | None required | None required (MC 11, s.96-Cat.III) |   | City General Services Office |

|    |  |                              |    |       |  |                              |                                |   |   |
|----|--|------------------------------|----|-------|--|------------------------------|--------------------------------|---|---|
| 25 | Administrative Aide IV (Driver II)     | 13-1/13-2                    | 4  | 13807 | Elementary School Graduate                           | None required                | None required                  | Driver's License (MC 11, s.96-Cat. II) <i>GCT 1-4 754</i> | City General Services Office                  |
| 26 | Administrative Aide IV (Metro Aide II) | 1/14-54/14-55/14-57/14-58    | 4  | 13807 | Must be able to read and write                       | None required                | None required                  | None required (MC 11, s.96-Cat. III)                      | City General Services Office                  |
| 27 | Administrative Aide IV (Metro Aide II) | 7-2/7-25/7-41/7-42/7-54/7-55 | 4  | 13807 | 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 |
| 28 | Local Treasury Operations Officer II   | 29                           | 15 | 32053 | Bachelors's degree                                   | 4 hours of relevant training | 1 year of relevant experience  | CS Professional / 2nd Level Eligibility                   | City Treasurer's Office                       |
| 29 | Local Treasury Operations Officer I    | 39-2                         | 11 | 22316 | Bachelors's degree                                   | None required                | None required                  | CS Professional / 2nd Level Eligibility                   | City Treasurer's Office                       |
| 30 | Revenue Collection Clerk II            | 33-5/33-2                    | 7  | 16458 | Completion of two-year studies in College            | None required                | None required                  | CS Sub-Professional / 1st Level Eligibility               | City Treasurer's Office                       |
| 31 | Engineer I                             | 7-4/7-7/7-10                 | 12 | 24495 | Bachelor's degree in Engineering relevant to the job | None required                | None required                  | RA 1080   | City Engineer's Office                        |
| 32 | Engineer III                           | 5-5                          | 19 | 46791 | Bachelor's degree in Engineering relevant to the job | 8 hours of relevant training | 2 years of relevant experience | RA 1080   | City Engineer's Office                        |

|    |                          |             |    |       |  |  |   |  |                          |                                    |
|----|--------------------------|-------------|----|-------|--|--|---|--|--------------------------|------------------------------------|
| 33 | Architect III            | 23-3        | 19 | 46791 | Bachelor's degree in Architecture            | 8 hours of relevant training                 | 2 years of relevant experience                    | RA 1080                                |                          | City Engineer's Office             |
| 34 | Radiologic Technology I  | 58-1/58-3   | 11 | 22316 | Bachelor of Science in Radiologic Technology | None required                                | None required                                     | RA 1080 (Radiologic Technologist)      | OCT 1 & 2020<br>A. M. M. | Pasig City General Hospital        |
| 35 | Radiologic Technology II | 55-1        | 15 | 32053 | Bachelor of Science in Radiologic Technology | 4 hours of training in Radiologic Technology | 1 year of experience as a Radiologic Technologist | RA 1080 (Radiologic Technologist)      |                          | Pasig City General Hospital        |
| 36 | Licensing Officer IV     | 2-1         | 22 | 66867 | Bachelor's degree                            | 16 hours of relevant training                | 3 years of relevant experience                    | CS Professional/ 2nd level eligibility |                          | Business Permit and License Office |
| 37 | Licensing Officer II     | 4-3/4-4/4-6 | 15 | 32053 | Bachelor's degree                            | 4 hours of relevant training                 | 1 year of relevant experience                     | CS Professional/ 2nd level eligibility |                          | Business Permit and License 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 October 29, 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](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 Dev't. Officer  
City Government of Pasig

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.