

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

Date: May 22, 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 June 6, 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 II (BOOKBINDER I)	1	2	13,305.00	Elementary School graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)		OCP-LOCAL, City Government of Cabanatuan
2	ADMINISTRATIVE ASSISTANT II	3	8	18,998.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub Professional / First Level Eligibility		CVO, City Government of Cabanatuan
3	ADMINISTRATIVE AIDE VI (DATA ENTRY MACHINE OPERATOR I)	11	6	16,877.00	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		CTO, City Government of Cabanatuan
4	ADMINISTRATIVE AIDE IV (REPRODUCTION MACHINE OPERATOR II)	52A-2	4	14,993.00	Elementary School graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)		CMO, City Government of Cabanatuan
https://cabanatuancity.gov.ph/					Posting Period:		<u>May 22, 2024 to June 06, 2024</u>			