

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

Date: July 18, 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 August 2, 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](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:

**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](mailto: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 I (UTILITY WORKER I)	67	1	12,517.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013 - Cat. III)		CMO, City Government of Cabanatuan
2	ADMINISTRATIVE AIDE IV (BUYER I)	3A	4	14,993.00	Completion of two years studies in college	None required	None required	Career Service Sub Professional / First Level Eligibility		CMPO, City Government of Cabanatuan
3	ADMINISTRATIVE AIDE V (PHOTOGRAPHER I)	61	5	15,909.00	High School Graduate or completion of relevant vocational/trade course	None required	None required	Photographer (MC 10, s. 2013 - Cat. II)		CMO, City Government of Cabanatuan
4	ADMINISTRATIVE ASSISTANT II (DATA ENTRY MACHINE OPERATOR II)	19	8	18,998.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service Sub Professional / First Level Eligibility / Data Encoder eligibility		CAO, City Government of Cabanatuan
5	SUPERVISING ADMINISTRATIVE OFFICER (BUDGET OFFICER IV)	10	22	69,963.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service Professional / Second Level Eligibility		CBO, City Government of Cabanatuan
6	NUTRITION OFFICER III	105	18	45,203.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional / Second Level Eligibility		CHO, City Government of Cabanatuan
7	MEDICAL OFFICER IV	46	23	78,455.00	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080		MVGCCGH, City Government of Cabanatuan
<p><a href="https://cabanatuacity.gov.ph/">https://cabanatuacity.gov.ph/</a> Posting Period: <u>July 18, 2024 to August 02, 2024</u></p>										