

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

Date: September 27, 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 October 12, 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	LICENSING OFFICER III	4, 19	18	46,725.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service Professional / Second Level Eligibility		CBLIPO, City Government of Cabanatuan
2	REGISTRATION OFFICER II	17	14	33,843.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional / Second Level Eligibility		CCRO, City Government of Cabanatuan
3	ADMINISTRATIVE OFFICER III (RECORDS OFFICER II)	9A	14	33,843.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional / Second Level Eligibility		CCRO, City Government of Cabanatuan
4	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	26	9	21,211.00	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

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

Posting Period: September 27, 2024 to October 12, 2024