

Republic of the Philippines
CITY GOVERNMENT OF CABANATUAN
Posting of Vacancies

Date: November 26, 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 December 11, 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	SOCIAL WELFARE AIDE	17	4	15,586.00	High School graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)		CSWDO, City Government of Cabanatuan
2	LABORER II	22	3	14,678.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013 - Cat. III)		CVO, City Government of Cabanatuan
3	ADMINISTRATIVE OFFICER I (RECORDS OFFICER I)	3	10	23,176.00	Bachelor's degree relevant to the job	None required	None required	Career Service Professional / Second Level Eligibility		GSO, City Government of Cabanatuan
4	ADMINISTRATIVE AIDE VI (DATA ENTRY MACHINE OPERATOR I)	24A	6	17,553.00	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		GSO, City Government of Cabanatuan

5	ADMINISTRATIVE AIDE II (MESSENGER)	25	2	13,819.00	Elementary School graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)		GSO, City Government of Cabanatuan
6	SUPERVISING ENVIRONMENTAL MANAGEMENT SPECIALIST	6	22	71,511.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service Professional / Second Level Eligibility		CCENRO, City Government of Cabanatuan
7	TAX MAPPER IV	22	22	71,511.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service Professional / Second Level Eligibility		CAO, City Government of Cabanatuan
8	ADMINISTRATIVE OFFICER V (RECORDS OFFICER III)	2A	18	46,725.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service Professional / Second Level Eligibility		CHDMO, City Government of Cabanatuan
9	NURSING ATTENDANT I	157	4	15,586.00	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)		MVGCCGH, City Government of Cabanatuan
10	DEVELOPMENT MANAGEMENT OFFICER IV	7	22	71,511.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service Professional / Second Level Eligibility		CLCDO, City Government of Cabanatuan
11	CITY GOVERNMENT DEPARTMENT HEAD I (CITY ASSESSOR)	1	25	102,690.00	Bachelor's degree preferably in Civil or Mechanical Engineering, Commerce or any other related course from a recognized college or	None required	5 years in experience in real property assessment work or in any related field	RA 1080, as amended, (Real Estate Appraiser)		CAO, City Government of Cabanatuan*
12	CITY GOVERNMENT ASSISTANT DEPARTMENT HEAD I (ASSISTANT CITY ASSESSOR)	2	23	80,003.00	Bachelor's degree preferably in Civil or Mechanical Engineering, Commerce or any other related course from a recognized college or	None required	3 years of experience in real property assessment work or in any related field	RA 1080, as amended, (Real Estate Appraiser)		CAO, City Government of Cabanatuan*

*Including the other qualifications pursuant to RA7160: A citizen of the Philippines, a resident of the City of Cabanatuan and of good moral character.

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

Posting Period: November 26, 2024 to December 11, 2024