

Republic of the Philippines
CITY GOVERNMENT OF TANAUAN
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of **CITY GOVERNMENT OF TANAUAN** in the CSC website:

Atty. JHOANNA C. CORONA-VILLAMOR

(Head of Agency)

Date: July 26, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Internal Auditor IV	IAU-1	22/1	669,372.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Professional	Internal Audit Skills (Superior)	Internal Audit Unit
2	Internal Auditor II	IAU-2	15/1	330,720.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Professional	Internal Audit Skills (Intermediate)	Internal Audit Unit
3	Internal Auditor I	IAU-3	11/1	230,040.00	Bachelor's degree relevant to the job	None required	None required	Professional	Internal Audit Skills (Basic)	Internal Audit Unit
4	Internal Auditing Assistant	IAU-4	8/1	185,616.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Subprofessional	Internal Audit Skills (Basic)	Internal Audit Unit
5	Administrative Aide II (Messenger)	IAU-5	2/1	121,608.00	Elementary School Graduate	None required	None required	None required	Messengerial Skills (Intermediate)	Internal Audit Unit
6	Senior Tourism Operations Officer	TO-1	18/1	434,172.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Professional	City Tourism Development and Management Skills (Advance) Events Management Skills	Office of the City Tourism
7	Admin. Aide III (Driver I)	CDRRMC-6	3/1	135,816.00	Elementary School Graduate	None required	None required	Driver License	Driving Skills (Intermediate)	CDRRMC
8	Licensing Officer III	BPLIO-3	18/1	434,172.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Professional	Business Permit and Licensing Skills (Advance)	BPLIO
9	Licensing Officer I	BPLIO-5	11/1	230,040.00	Bachelor's degree	None required	None required	Professional	Business Permit and Licensing Skills (Intermediate)	BPLIO

10	Admin. Asst. VI (Computer Operator III)	BPLIO-18	12/1	252,504.00	Completion of two years studies in college or High School Graduate with relevant voc/trade course	8 hours of relevant training	2 years of relevant experience	Career Service Subprofessional / Data Encoder	Computer Skills (Advance)	BPLIO
11	Admin. Asst. VI (Computer Operator III)	BPLIO-19	12/1	252,504.00	Completion of two years studies in college or High School Graduate with relevant voc/trade course	8 hours of relevant training	2 years of relevant experience	Career Service Subprofessional / Data Encoder	Computer Skills (Advance)	BPLIO
12	Admin. Aide II (Reproduction Machine Operator I)	BPLIO-20	2/1	121,608.00	Elementary School Graduate	None required	None required	None required	Reproduction Machine Operation Skills (Intermediate)	BPLIO
13	Admin. Asst. II (Admin. Asst.)	CAO-20	8/1	185,616.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Subprofessional	Public Employment and Assistance Services Skills (Basic)	City Community Affairs Office
14	Admin. Officer V (HRMO III)	HR-3	18/1	434,172.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Professional	Recruitment, Selection and Placement Skills (Advance) Employee Benefits and Welfare Management Skills (Advance) Strategic Employee Performance Management Skills (Advance) Employee Rewards and Recognition Skills (Advance) Learning and Development Skills (Advance)	HRMDO
15	Admin. Officer IV (HRMO II)	HR-4	15/1	330,720.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Professional	Recruitment, Selection and Placement Skills (Intermediate) Employee Benefits and Welfare Management Skills (Intermediate) Strategic Employee Performance Management Skills (Intermediate) Employee Rewards and Recognition (Intermediate) Learning and Development Skills (Intermediate)	HRMDO
16	Admin. Aide VI (Clerk III)	HR-10	6/1	163,476.00	Completion of two years studies in college	None required	None required	Career Service Subprofessional	Computer Skills (Basic)	HRMDO
17	Admin. Asst. I (Computer Operator I)	GAD-8	7/1	183,048.00	Completion of two years studies in College or High School Graduate with relevant voc./trade course	None required	None required	Subprofessional/ Data Encoder/MC 11, s. 96 Cat. I	Computer Skills (Basic)	City Gender Development Office
18	Admin. Asst. I (Computer Operator I)	CPDC-9	7/1	183,048.00	Completion of two years studies in College or High School Graduate with relevant voc./trade course	None required	None required	Subprofessional/Data Encoder/MC 11, s. 96 Cat. I	Computer Skills (Basic)	City Planning & Development Coordinator

19	Architect I	CPDC-15	12/1	252,504.00	Bachelor's degree in Architecture	None required	None required	RA1080	Architectural Designing Skills (Intermediate)	City Planning & Development
20	Admin. Asst. II (Budgeting Asst.)	BDG-4	8/1	185,616.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Subprofessional	Budget Management Skills (Basic)	City Budget Office
21	Admin. Asst. II (Disbursing Officer II)	CTO-24	8/1	185,616.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Subprofessional	Cash Management Skills (Basic)	City Treasurer Office
22	Local Assessment Operations Officer I	ASSR-7	11/1	230,040.00	Bachelor's degree	None required	None required	Professional	Appraisal and Assessment of RPT (Intermediate)	City Assessor Office
									Tax Mapping Skills (Intermediate)	
23	Nursing Attendant I	CHO-61	4/1	152,088.00	Elementary school graduate	None required	None required	None required/MC 11, s. 96 Cat.III	Nursing Services Skills (Basic)	City Health Office
24	Nursing Attendant I	CHO-62	4/1	152,088.00	Elementary school graduate	None required	None required	None required/MC 11, s. 96 Cat.III	Nursing Services Skills (Basic)	City Health Office
25	Dentist II	CHO-8	17/1	417,372.00	Doctor of Dental Medicine or Dental Surgery	4 hours of relevant training	1 year of relevant experience	RA1080	Dental Services (Advance)	City Health Office
26	City Government Dept. Head I	GSO-1	25/1	939,804.00	Bachelor's degree	32 hours of training management &	5 years in position/s involving	Professional	Leadership Skills (Superior)	City General Services Office
27	Park Attendant I	GSO-35	2/1	127,680.00	Must be able to read and write	None required	None required	None required	Park Maintenance Skills (Basic)	City General Services Office
28	Day Care Worker I	CSWD-12	6/1	163,476.00	High School Graduate	None required	None required	None required	Day Care Services Skills (Advance)	CSWD
29	Admin. Officer II (Admin. Officer I)	COOP-5	11/1	230,040.00	Bachelor's degree	None required	None required	Professional	General Cooperative Skills (Basic)	City Cooperative Office
30	Admin. Aide II (Messenger)	COOP-14	2/1	10,134.00	Elementary School Graduate	None required	None required	None required	Messengerial Skills (Intermediate)	City Cooperative Office
31	Admin. Aide VI (Artist illustrator I)	CIO-7	6/1	163,476.00	Completion of two years studies in College or High School Graduate with relevant voc./trade course	None required	None required	Subprofessional/Draftsman or Illustrator/MC 11,s. 96 Cat. 1	Illustration Skills (Advance)	City Information Office
32	Instructor I	TCC-10	12/1	252,504.00	Master degree in the area of specialization	None required	with at least one (1) year of working experience	RA1080	Subject Matter Expertise and Syllabus Development (Basic)	Tanauan City College
									Instructional Materials Development (Basic)	
									Effective Instructional Delivery (Basic)	
									Classroom Management (Basic)	

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 13, 2018.

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 present position for one (1) year (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:

Atty. JHOANNA C. CORONA-VILLAMOR / City Government of Tanauan

City Mayor

Laurel Hill, Brgy. Natatas, Tanauan City, Batangas

hrmotanauacity@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

This Office highly encourages all interested and qualified applicants including persons with disability (PWD), members of indigenous communities and those from any Sexual Orientation and Gender Identities (SOGI) to apply as per their qualifications.