

Republic of the Philippines  
City of Lipa  
OFFICE OF THE CITY PERSONNEL OFFICER

Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Lipa City Government in the CSC website:

By Authority of the City Mayor :

**LEO S. LATIDO**  
City Administrator

Date: July 4, 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	Librarian I	KLL-15	SG-13	P 279,084.00	Bachelor's degree in Library Science or Information Science or BS in Educ./Arts major in Lib. Science	None	None	RA 1080		KLL, Lipa City
2	Adm. Aide II (Messenger)	CPLO-05	SG-2	P 134,400.00	Elementary School Graduate	None	None	None (MC 10, s. 2013- Cat. III)		CPLO, Lipa City
3	Assessment Clerk II	CAO-45	SG-6	P 172,080.00	Completion of 2 yrs. Studies in college	None	None	CS-Subprofessional		CAO, Lipa City
4	Adm. Aide IV (Bookbinder II)	CCRO-10	SG-4	P 152,088.00	Elementary School Graduate	None	None	None (MC 10, s. 2013- Cat. III)		CCRO, Lipa City
5	Adm. Officer V (Information Offr.III)	CCAO-39	SG-18	P 457,020.00	Bachelor's deegree	8 hours	2 years	CS-Professional		CCAO, Lipa City
6	Engineer II (2)	GEO-15; CEO-26	SG-16	P 381,180.00	BS Civil Engineering	None	None	RA 1080 Cat. III)		CEO, Lipa City

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
7	Adm. Aide IV (Clerk II)	CEO-10	SG-4	P 152,088.00	Completion of 2 years studies in college	None	None	CS-Subprofessional		CEO, Lipa City
8	Construction and Maintenance Capataz	CEO-36	SG-5	P 161,772.00	Elementary School Graduate	None	None	None (MC 10, s. 2013-Cat. III)		CEO, Lipa City
9	Adm. Aide Iv (Driver II)	CEO-105	SG-4	P 152,088.00	Elementary School Graduate	None	None	Professional Driver's License (MC 10, s. 2013-Cat. IV)		CEO, Lipa City
10	Adm. Aide III (Laborer II)	CENRO-108	SG-3	P 142,968.00	Must be able to read and write	None	None	None (MC 10, s. 2013-None (MC 10, s. 2013-		CENRO, Lipa City
15	Metro Aide II	CENRO-95	SG-4	P 152,088.00	Must be able to read and write	None	None	None (MC 10, s. 2013-Cat. III)		CENRO, Lipa City
16	Midwife III	CHO-25	SG-13	P 290,688.00	Completion of the Midwifery Course	8 hours	2 years	RA 1080		CHO, Lipa City
17	Midwife III	CHO-32	SG-13	P 290,688.00	Completion of the Midwifery Course	8 hours	2 years	RA 1080		CHO, Lipa City
18	Midwife III	CHO-33	SG-13	P 290,688.00	Completion of the Midwifery Course	8 hours	2 years	RA 1080		CHO, Lipa City
19	Midwife II	CHO-36	SG-11	P 242,148.00	Completion of the Midwifery Course	4 hours	1 year	RA 1080		CHO, Lipa City
20	Dentist III	CHO-82	SG-20	P 564,444.00	Doctor of Dental Medicine or Dental Surgery	8 hours	2 years	RA 1080		CHO, Lipa City

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 22, 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](http://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:

MR. RONALDO V. DE CASTRO

City Personnel Officer

2nd Flr. New City Hall, Brgy. Marawoy, Lipa City

[cpolgulipa@yahoo.com.ph](mailto:cpolgulipa@yahoo.com.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**