

Republic of the Philippines  
CITY GOVERNMENT OF CALAPAN

Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of the City Government of Calapan.

**ARNAN C. PANALIGAN**

City Mayor

Date: July 6, 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	Agriculturist I	402	11	217,932.00	Bachelor's Degree in	none required	none	Relevant	Integrity/Honesty,	City Agricultural Services Department
2	Administrative Assistant I (Computer Operator I)	83	7	164,748.00	Completion of two years	None required	None	CS	Integrity/Honesty,	Office of the City Mayor
3	Social Welfare Officer II	377	15	313,308.00	Bachelor's degree relevant	4 hours relevant	1 year	Relevant	Integrity/Honesty,	City Social Welfare and Development
4	Administrative Aide VI (Clerk III)	383	6	154,872.00	Completion of two years	None required	None	CS	Integrity/Honesty,	City Social Welfare and Development
5	Local Assessment Operations Officer II	294	15	313,308.00	Bachelor's degree.	4 hours relevant	1 year	Career	Integrity/Honesty,	City Assessor's Department
6	Community Affairs Officer II	37	15	313,308.00	Bachelor's degree.	4 hours relevant	1 year	Career	Integrity/Honesty,	Office of the City Mayor
7	Construction & Maintenance Foreman	447	8	175,848.00	High School Graduate	4 hours relevant	1 year	None	Integrity/Honesty,	City Engineering & Public Works
8	Administrative Assistant II	500	8	175,848.00	Completion of two years	4 hours of relevant	1 year	CS	Integrity/Honesty,	City Trade and Industry Department
9	Local Legislative Staff Officer V	104	22	634,140.00	Bachelor's degree relevant	16 hours of relevant	3 years	Career	Decision Making,	Office of the City Vice Mayor
10	Administrative Assistant II (Disbursing Officer II)	248	8	175,848.00	Completion of two years	4 hours of relevant	1 year	CS	Integrity/Honesty,	City Treasury Department
11	Construction & Maintenance Foreman	448	8	175,848.00	High School Graduate	4 hours relevant	1 year	None	Integrity/Honesty,	City Engineering & Public Works
12	Administrative Aide II (Messenger)	390	2	120,386.00	Elementary School	None required	None	None	Integrity/Honesty,	City Social Welfare and Development
13	Day Care Worker I	381	6	154,872.00	High School Graduate	None required	None	None	Integrity/Honesty,	City Social Welfare and Development

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 **July 20, 2018**.

Documents:

1. Fully accomplished updated and signed Personal Data Sheet (PDS) with recent passport-sized picture (CS Form 212 Rev. 2017) and Work Experience Sheet as attachment.
2. Photocopy of IPCR in the last two (2) semesters preceding this publication (if applicable)

3. Photocopy of Certificate of Eligibility (if applicable)
4. Photocopy of transcript of records (if applicable)

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/ email their application to:

**MARILYN E. MANIGBAS**

OIC-CHRMD

City Human Resource Management Department

City Government of Calapan

Guinobatan, Calapan City Or. Mindoro

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