

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:

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards		
					Education	Training	Experience
1	Adm. Aide IV (Clerk II)	CAO-06	SG-4	145,860.00	Completion of 2 yrs.studies in college	None	None
2	Adm. Aide III (Clerk I)	CCoO-13	SG-3	136,644.00	Completion of 2 yrs.studies in college	None	None
3	Draftsman II	CAO-30	SG-8	189,816.00	Completion of 2 yrs.studies in college or HS Graduate w/ relevant voc./ trade course	1 year	4 hours
4	Metro Aide II	CENRO-31	SG-4	145,860.00	Must be able to read and write	None	None
5	Metro Aide II	CENRO-78	SG-4	145,860.00	Must be able to read and write	None	None
6	Adm. Aide III (Utility Worker II)	CEO-58	SG-3	136,644.00	Must be able to read and write	None	None
7	C. Adm. Assistant I (5)			157,212.00	Completion of 2 yrs.studies in college	None	None
8	C. X-Ray Technician (2)			168,300.00	X-Ray Tech. Graduate	None	None
9	C. Medical Technologist I (3)			181,500.00	BS Medical Technology	None	None
10	C. Sanitation Inspector I (2)			121,374.00	Completion of 2 yrs.studies in college	1 year	4 hours
11	C. Nursing Attendant I (5)			114,048.00	Elementary School Graduate	None	None
12	C. Adm. Aide III (Clerk I) (10)			107,316.00	Completion of 2 yrs.studies in college	None	None
13	C. Adm. Aide III (Driver I) (15)			107,316.00	Elementary School Graduate	None	None
14	C. Watchman I (20)			100,782.00	Elementary School Graduate	None	None
15	C. Adm. Aide II (Bookbinder I)			100,782.00	Elementary School Graduate	None	None

16	C. Adm. Aide II (Messenger) (10)			100,782.00	Elementary School Graduate	None	None
17	C. Cemetery Caretaker			100,782.00	Must be able to read and write	None	None
18	C. Traffic Aide I (25)			107,316.00	HS Graduate	None	None
19	C. Adm. Aide I (U. Worker I) (10)			94,644.00	Must be able to read and write	None	None
20	C. Adm. Aide I (Laborer I) (10)			94,644.00	Must be able to read and write	None	None
21	C. Farm Worker I (3)			94,644.00	Must be able to read and write	None	None

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send t

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded a
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

email: *cpolgulipa@yahoo.com*

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

RONALDO V. DE CASTRO

City Personnel Officer

Date: December 15, 2017

Eligibility	Competency (if applicable)	Place of Assignment
CS-Subprofessional		CAO, Lipa City
CS-Subprofessional		CCoO, Lipa City
Draftsman (MC 10, s. 2013-Cat. II)		CAO, Lipa City
None except for courses		KLL, Lipa City
None (MC 10, s. 2013-Cat. III)		CENRO, Lipa City
None (MC 10, s. 2013-Cat. III)		CENRO, Lipa City
None (MC 10, s. 2013-Cat. III)		CENRO, Lipa City
CS-Subprofessional		LGU, Lipa City
RA 1080		LGU, Lipa City
RA 1080		LGU, Lipa City
CS-Subprofessional		LGU, Lipa City
None (MC 10, s. 2013-Cat. III)		LGU, Lipa City
CS-Subprofessional		LGU, Lipa City
Pro. Driver's License		LGU, Lipa City
None (MC 10, s. 2013-Cat. III)		LGU, Lipa City
None (MC 10, s. 2013-Cat. III)		LGU, Lipa City

None (MC 10, s. 2013-Cat. III)	LGU, Lipa City
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None (MC 10, s. 2013-Cat. III)	LGU, Lipa City
None (MC 10, s. 2013-Cat. III)	LGU, Lipa City
None (MC 10, s. 2013-Cat. III)	LGU, Lipa City
None (MC 10, s. 2013-Cat. III)	LGU, Lipa City

o the address below not later than _____.

it www.csc.gov.ph;