

Republic of the Philippines  
SILAY CITY LOCAL GOVERNMENT UNIT  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the Silay City Local Government Unit in the CSC website:

  
PACITA L. CAILE

Officer-in-Charge, HRMO

Date: November 9, 2020

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	Administrative Assistant III (Computer Operator II)	CM-49	9	16,906.00	Completion of two yrs. Studies in College or High School Graduate w/ relevant Vocation/Trace Course	4 hrs. relevant Training	1 yr. relevant Experience	CS Sub-Professional/Data Encoder (MC 11,s.96 Cat. 1)		City Mayor's Office, Silay City, Negros Occ.
2	Electrician I	CM-157	4	12,426.00	High School Graduate or Completion of relevant Vocational/Trade Course	None Required	None Required	Electrician (Bldg. Wiring) (MC10,s.2013 Cat. II )		City Mayor's Office, Silay City, Negros Occ.
3	Security Guard II	CM-160	5	13,177.00	High School Graduate	None Required	None Required	Security Guard License (MC 10,s.2013-Cat. II)		City Mayor's, Silay City, Neg. Occ.
4	Local Legislative Staff Officer III	SP-21	16	31,595.00	Bachelor's Degree relevant to the Job	4 hrs. relevant Training	1 yr. relevant Experience	CS-Professional		Sangguniang Panlungsod Office, Silay City, Neg. Occ.
5	Supply Officer III	GS-19	18	37,943.00	Bachelor's Degree	8 hrs. relevant Training	2 yrs. relevant Experience	CS-Professional		General Services Office, Silay City, Neg. Occ.
6	Administrative Aide III (Utility Worker II)	GS-21	3	11,717.00	Must be able to read and write	None Required	None Required	None Required		General Services Office, Silay City, Neg. Occ.
7	Administrative Assistant II (Clerk IV)	CE-05	8	15,755.00	Completion of two yrs. Studies in College	4 hrs. relevant Training	1 yr. relevant Experience	CS Sub-Professional		City Engineer's Office, Silay City, Neg. Occ.
8	Construction & Maintenance Foreman	CE-31	8	15,755.00	High School Graduate	4 hrs. relevant Training	1 yr. relevant Experience	None Required		City Engineer's Office, Silay City, Neg. Occ.
9	Administrative Aide III (Driver I)	CE-122	3	11,717.00	Elementary School Graduate	None Required	None Required	None Required		City Engineer's Office, Silay City, Neg. Occ.
10	Administrative Aide III (Driver I)	CE-125	3	11,717.00	Elementary School Graduate	None Required	None Required	None Required		City Engineer's Office, Silay City, Neg. Occ.
11	Engineering Assistant	OB-09	8	15,755.00	Completion of two yrs. Studies in College	4 hrs. relevant Training	1 yr. relevant Experience	CS Sub-Professional		City Engineer's Office, Silay City, Neg. Occ.

12	Public Health Nurse I	CH-17	12	22,046.00	Bachelor of Science in Nursing	None Required	None Required	RA 1080		City Health Office, Silay Cty, Neg. Occ.
13	Midwife I	CH-35	6	13,972.00	Completion of Midwifery Course	None Required	None Required	RA 1080		City Health Office, Silay Cty, Neg. Occ.
14	Tax Mapper IV	CAS-13	22	60,180.00	Bachelor's Degree relevant to the Job	16 hrs. relevant Training	3 yrs. Relevant Experience	CS-Professional		City Assessor's Office, Silay City, Neg. Occ.
15	Supervising Labor & Employment Officer	PE-03	22	60,180.00	Bachelor's Degree	16 hrs. relevant Training	3 yrs. Relevant Experience	CS-Professional		Public Employment Service Office, Silay City, Neg. Occ.
16	Agriculturist II	DA-05	15	28,848.00	Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	4 hrs. relevant Training	1 yr. relevant Experience	RA 1080		City Agriculture Office, Silay City, Neg. Occ.
	<i>-Nothing Follows-</i>									

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 **November 27, 2020.**

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 last rating period (if applicable);
3. Photocopy of authenticated certificate of eligibility/rating/license; and
4. Photocopy of authenticated Transcript of Records.

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

**MRS. PACITA L. CAILE**

Officer-in-Charge, HRMO

Silay City Hall, Zamora St., Silay City

[silacitygovernment\\_hrmp@yahoo.com](mailto:silacitygovernment_hrmp@yahoo.com)

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







