

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: December 14, 2021

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 I	CM-86	7	15,461.00	Completion of two yrs. Studies in College or High School Graduate w/ relevant vocational / trade course	None Required	None Required	CS-Sub Professional / Data Encoder (MC 11,s.1996-Cat. I		City Mayor's Ofc., Silay City, Neg. Occ.
2	Draftsman III	CP -10	11	21,489.00	Completion of two yrs. Studies in College or High School Graduate w/ relevant vocational / trade course	8 hrs. relevant Training	2 yrs. relevant Experience	CS-Sub Professional / Draftsman or Illustrator (Mc 10,s.2013 Cat. II)		City Planning & Devt. Ofc., Silay City, Neg. Occ.
3	Administrative Officer IV	SP-15	15	30,218.00	Bachelor's Degree relevant to the Job	4 hrs. relevant Training	1 yr. relevant Experience	CS-Professional		Sangguniang Panlungsod Ofc., Silay City, Neg. Occ.
4	Recreation & Welfare Services Officer III	CM-95	15	30,218.00	Bachelor's Degree	4 hrs. relevant Training	1 yr. relevant Experience	CS-Professional		City Mayor's Ofc., Silay City, Neg. Occ.
5	Supply Officer IV	GS-09	22	61,574.00	Bachelor's Degree	16 hrs. relevant Training	3 yrs. relevant Experience	CS-Professional		General Services Ofc., Silay City, Neg. Occ.
6	Public Health Nurse I	CH-16	12	23,447.00	Bachelor of Science in Nursing	None Required	None Required	RA 1080		City Health Ofc., Silay City, Neg. Occ.
7	Midwife III	CH-28	11	21,489.00	Completion of Midwifery Course	8 hrs. relevant Training	2 yrs. relevant Experience	RA 1080		City Health Ofc., Silay City, Neg. Occ.
8	City Government Assistant Department Head I	CE-02	23	69,216.00	Bachelor's Degree	16 hrs. relevant Training	3 yrs. relevant Experience	RA 1080		City Engineer's Ofc., Silay City, Neg. Occ.
9	Construction & Maintenance Foreman	CE-34	8	16,426.00	High School Graduate	4 hrs. relevant Training	1 yr. relevant Experience	None Required (MC 11 ,s.96-Cat. III)		City Engineer's Ofc., Silay City, Neg. Occ.
10	Assessment Clerk II	CAS-08	6	14,580.00	Completion of two yrs. Studies in College	None Required	None Required	CS-Sub Professional		City Assessor's Ofc., Silay City, Neg. Occ.
11	Slaughterhouse Master II	CV-05	14	27,719.00	Bachelor's Degree	4 hrs. relevant Training	1 yr. relevant Experience	CS-Professional		City Veterinary Ofc., Silay City, Neg. Occ.
	-Nothing Follows-									

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

December 29, 2021.

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 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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

