

Electronic copy to be submitted to the CSC FO
must be in MS Excel format

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: February 4, 2021

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grad	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aide VI (Clerk III)	CM-51	6	13,972.00	Completion of two years studies in College	None Required	None Required	CS-Sub Professional		City Mayor's Office, Silay City, Neg. Occ.
2	Administrative Aide VI (Clerk III)	CM-80	6	13,972.00	Completion of two years studies in College	None Required	None Required	CS-Sub Professional		City Mayor's Office, Silay City, Neg. Occ.
3	Administrative Officer IV (Information Officer II)	CM-47	15	28,848.00	Bachelor's Degree relevant to the	4 hrs. Relevant Training	1 yr. Relevant Experience	CS-Professional		City Mayor's Office, Silay City, Neg. Occ.
4	Community Affairs Officer I	CM-77	11	20,084.00	Bachelor's Degree	None Required	None Required	CS-Professional		City Mayor's Office, Silay City, Neg. Occ.
5	Environmental Management Specialist II	CM-98	15	28,848.00	Bachelor's Degree relevant to the	4 hrs. Relevant Training	1 yr. Relevant Experience	CS-Professional		City Mayor's Office, Silay City, Neg. Occ.
6	Local DRRM Officer II	CM-104	15	28,848.00	Bachelor's Degree	4 hrs. Relevant Training	1 yr. Relevant Experience	CS-Professional		City Mayor's Office, Silay City, Neg. Occ.
7	Local DRRM Officer II	CM-105	15	28,848.00	Bachelor's Degree	5 hrs. Relevant Training	2 yr. Relevant Experience	CS-Professional		City Mayor's Office, Silay City, Neg. Occ.
8	Market Inspector II	CM-114	8	15,755.00	Completion of two years studies in	4 hrs. Relevant Training	1 yr. Relevant Experience	CS-Sub Professional		City Mayor's Office, Silay City, Neg. Occ..
9	Administrative Assistant II (Clerk IV)	PE-02	8	15,755.00	Completion of two years studies in College	4 hrs. Relevant Training	1 yr. Relevant Experience	CS-Sub Professional		Public Employment Service Office, Silay City, Neg. Occ.
10	Supervising Manpower Development Officer	PE-13	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.
11	Manpower Development Officer I	PE-14	11	20,084.00	Bachelor's Degree	None Required	None Required	CS-Professional		Public Employment Service Office, Silay City, Neg. Occ.
12	Manpower Development Assistant	PE-16	8	15,755.00	Completion of two years studies in	4 hrs. Relevant Training	1 yr. Relevant Experience	CS-Sub Professional		Public Employment Service Office, Silay City, Neg. Occ.
13	Handicraft Worker III	PE-21	8	15,755.00	Elementary School Graduate	14 hrs. relevant Training	1 year relevant Experience	None Required (MC 10, s.2013-Cat III)		Public Employment Service Office, Silay City, Neg. Occ.
14	Local Treasury Operations Officer IV	CT-15	22	60,180.00	Bachelor's Degree	16 hrs. Relevant Training	3 yrs. Relevant Experience	CS-Professional		City Treasurer's Office, Silay City, Neg. Occ.
15	Revenue Collection Clerk II	CT - 30	7	14,812.00	Completion of two years studies in	None Required	None Required	CS-Sub Professional		City Treasurer's Office, Silay City, Neg. Occ.
16	Revenue Collection Clerk II	CT-31	7	14,812.00	Completion of two years studies in	None Required	None Required	CS-Sub Professional		City Treasurer's Office, Silay City, Neg. Occ.
17	Administrative Aide VI (Cash Clerk II)	CT- 36	6	13,972.00	Completion of two years studies in College	None Required	None Required	CS-Sub Professional		City Treasurer's Office, Silay City, Neg. Occ.
18	Administrative Aide VI (Cash Clerk II)	CT - 37	6	13,972.00	Completion of two years studies in College	None Required	None Required	CS-Sub Professional		City Treasurer's Office, Silay City, Neg. Occ.

19	Administrative Aide VI (Cash Clerk II)	CT-40	6	13,972.00	Completion of two years studies in College	None Required	None Required	CS-Sub Professional		City Treasurer's Office, Silay City, Neg. Occ.
20	Administrative Aide VI (Cash Clerk II)	CT-43	6	13,972.00	Completion of two years studies in College	None Required	None Required	CS-Sub Professional		City Treasurer's Office, Silay City, Neg. Occ.
21	Administrative Aide VI (Cash Clerk II)	CT-44	6	13,972.00	Completion of two years studies in College	None Required	None Required	CS-Sub Professional		City Treasurer's Office, Silay City, Neg. Occ.
22	Administrative Officer IV (Administrative Officer III)	CH-03	15	28,848.00	Bachelor's Degree relevant to the	4 hrs. Relevant Train	1 yr. Relevant Experi	CS-Professional		City Health Office, Silay City, Negros Occidental
23	Administrative Aide VI (Clerk III)	CH-04	6	13,972.00	Completion of two years studies in College	None Required	None Required	CS-Sub Professional		City Health Office, Silay City, Neg. Occ.
24	Assessment Clerk III	CAS-11	9	16,906.00	Completion of two years studies in	4 hrs. Relevant Train	1 yr. Relevant Experi	CS-Sub Professional		City Assessor's Office, Silay City, Neg. Occ.
25	Management & Audit Assistant	IA-02	8	15,755.00	Completion of two years studies in	4 hrs. Relevant Train	1 yr. Relevant Experi	CS-Sub Professional		Internal Audit Office, Silay City, Neg. Occ.
26	Administrative Aide VI (Accounting Clerk II)	IA-03	6	13,972.00	Completion of two years studies in College	None Required	None Required	CS-Sub Professional		Internal Audit Office, Silay City, Neg. Occ.
27	Administrative Aide VI (Buyer II)	GS-14	6	13,972.00	Completion of two years studies in College	None Required	None Required	CS-Sub Professional		General Services Office, Silay City, Neg. Occ.
28	Administrative Assistant II (Accounting Clerk III)	CA-08	8	15,755.00	Completion of two years studies in	4 hrs. Relevant Train	1 yr. Relevant Experi	CS-Sub Profess		City Accountant's Office, Silay City, Negros Occidental
29	Accountant I	CA-13	12	22,046.00	Bachelor's Degree in Commerce/Business Administration major in	None Required	None Required	RA 1080		City Accountant's Office, Silay City, Negros Occidental
30	City Government Assistant Department Head I	CL-02	23	67,823.00	Bachelor's Degree	16 hrs. Relevant Tra	3 yrs. Relevant Experi	CS-Professional		City Legal Office, Silay City, Negros Occidental
31	Administrative Assistant V (Stenographic Reporter III)	CL-03	11	20,084.00	Completion of two years studies in	8 hrs. Relevant Train	2 yrs. Relevant Experi	CS-Sub Professional		City Legal Office, Silay City, Negros Occidental
32	Administrative Officer IV (Budget Officer II)	CB-06	15	28,848.00	Bachelor's Degree relevant to the	4 hrs. Relevant Train	1 yr. Relevant Experi	CS-Professional		City Budget Office, Silay City, Neg. Occ.
33	City Government Assistant Department Head I	CB-08	23	67,823.00	Bachelor's Degree	16 hrs. Relevant Tra	3 yrs. Relevant Experi	CS-Professional		City Budget Office, Silay City, Neg. Occ.
34	Zoning Officer II	CP-09	15	28,848.00	Bachelor's Degree relevant to the	4 hrs. Relevant Train	1 yr. Relevant Experi	CS-Professional		City Planning & Devt. Office, Silay City, Neg. Occ.
35	Statistician II	CP-16	15	28,848.00	Bachelor's Degree relevant to the	4 hrs. Relevant Train	1 yr. Relevant Experi	CS-Professional		City Planning & Devt. Office, Silay City, Neg. Occ.
36	Meat Inspector II	CV-02	8	15,755.00	Completion of two years studies in	4 hrs. Relevant Train	1 yr. Relevant Experi	CS-Sub Professional		City Veterinarian's Office, Silay City, Neg. Occ.
37	Meat Inspector II	CV-03	8	15,755.00	Completion of two years studies in	5 hrs. Relevant Train	2 yr. Relevant Experi	CS-Sub Professional		City Veterinarian's Office, Silay City, Neg. Occ.
38	Engineer III (Agricultural)	DA-07	19	42,112.00	Bachelor's Degree in Engineering relevant to the Job	8 hrs. Relevant Training	2 yrs. Relevant Experience	Relevant RA 1080		City Agriculture Office, Silay City, Neg. Occ.
39	Supervising Agriculturist	DA-06	22	60,180.00	Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	16 hrs. Relevant Training	3 yrs. Relevant Experience	Relevant RA 1080		City Agriculture Office, Silay City, Neg. Occ.
40	Day Care Worker I	DS-08	6	13,972.00	High School Graduate	None Required	None Required	None Required		City Social Welfare & Devt. Office, Silay City, Neg. Occ.
41	Social Welfare Assistant	DS-06	8	15,755.00	Completion of two years studies in	None Required	None Required	CS-Sub Professional		City Social Welfare & Devt. Office, Silay City, Neg. Occ.
42	Supply Officer II	CE-08	14	26,349.00	Bachelor's Degree	4 hrs. Relevant Train	1 yr. Relevant Experi	CS-Professional		City Engineer's Office, Silay City, Neg. Occ.
43	Construction & Maintenance General Foreman	CE-29	11	20,084.00	High School Graduate	8 hrs. Relevant Training	2 yrs. Relevant Experience	None Required (MC 10, s.2013-Cat. III)		City Engineer's Office, Silay City, Neg. Occ.
44	Carpenter II	CE-40	5	13,177.00	Elementary School Graduate	None Required	None Required	Carpenter (MC 10, s. 2013-Cat. II)		City Engineer's Office, Silay City, Neg. Occ.
45	Lineman II	CE-81	5	13,177.00	High School Graduate or Completion of relevant Vocational/Trade Course	None Required	None Required	Electric Power Lineman (MC 10, s.2013-Cat II)		City Engineer's Office, Silay City, Neg. Occ.

46	Lineman II	CE-84	5	13,177.00	High School Graduate or Completion of relevant Vocational/Trade Course	None Required	None Required	Electric Power Lineman (MC 10, s.2013-Cat II)		City Engineer's Office, Silay City, Neg. Occ.
47	Engineer II	CE-94	16	31,595.00	Bachelor's Degree in Engineering relevant to the Job	4 hrs. Relevant Training	1 yr. Relevant Experience	RA 1080		City Engineer's Office, Silay City, Neg. Occ.
48	Mechanic III	CE-97	9	16,906.00	High School Graduate/Completion of relevant Vocational/Trade Course	4 hrs. Relevant Training	1 yr. Relevant Experience	Mechanic (Automotive Servicing) (MC10, s. 2013-Cat II)		City Engineer's Office, Silay City, Neg. Occ.
49	Administrative Aide III (Driver I)	CE- 128	3	11,717.00	Elementary School Graduate	None Required	None Required	Driver's Licence (MC 10,2.2013-Cat. IV)		City Engineer's Office, Silay City, Neg. Occ.
50	Draftsman III	OB-15	11	20,084.00	Completion of two years studies in College or High School Graduate w/ relevant vocational/trade course	8 hrs. Relevant Training	2 yrs. Relevant Experience	CS-Sub Professional/Draftsman (MC 10,s.2013-Cat II)		Office of the City Building Official, Silay City, Neg. Occ.
51	Engineer IV	OB-19	22	60,180.00	Bachelor's Degree in Engineering relevant to the Job	16 hrs. Relevant Training	3 yrs. Relevant Experience	RA 1080		Office of the City Building Official, Silay City, Neg. Occ.
52	Engineer IV	OB-26	22	60,180.00	Bachelor's Degree in Engineering relevant to the Job	16 hrs. Relevant Training	3 yrs. Relevant Experience	RA 1080		Office of the City Building Official, Silay City, Neg. Occ.
53	Zoning Officer I	OB-20	11	20,084.00	Bachelor's Degree relevant to the Job	None Required	None Required	CS-Professional		Office of the City Building Official, Silay City, Neg. Occ.
54	Local Legislative Staff Officer III	SP-22	16	31,595.00	job	Training	Experience	Professional		Sangguniang Panlungsod Office, 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

February 22, 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.

