

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 3, 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 Officer IV (Information Officer II)	CM-47	15	30,218.00	Bachelor's Degree relevant to the Job	4 hrs. Relevant Training	1 yr. Relevant Experience	CS-Professional		City Mayor's Office, Silay City, Neg. Occ.
2	Community Affairs Officer I	CM-77	11	21,489.00	Bachelor's Degree	None Required	None Required	CS-Professional		City Mayor's Office, Silay City, Neg. Occ.
3	Environmental Management Specialist II	CM-98	15	30,218.00	Bachelor's Degree relevant to the Job	4 hrs. Relevant Training	1 yr. Relevant Experience	CS-Professional		City Mayor's Office, Silay City, Neg. Occ.
4	Local DRRM Officer II	CM-105	15	30,218.00	Bachelor's Degree	5 hrs. Relevant Training	2 yrs. Relevant Experience	CS-Professional		City Mayor's Office, Silay City, Neg. Occ.
5	Market Inspector II	CM-114	8	16,426.00	Completion of two years studies in College	4 hrs. Relevant Training	1 yr. Relevant Experience	CS-Sub Prof.		City Mayor's Office, Silay City, Neg. Occ.
6	Administrative Assistant II (Clerk IV)	PE-02	8	16,426.00	Completion of two years studies in College	4 hrs. Relevant Training	1 yr. Relevant Experience	CS-Sub Professional		Pub. Employment Service Ofc., Silay City, Neg. Occ.
7	Supervising Manpower Development Officer	PE-13	22	61,574.00	Bachelor's Degree	16 hrs. Relevant Training	3 yrs. Relevant Experience	CS-Professional		Pub. Employment Service Ofc., Silay City, Neg. Occ.
8	Manpower Development Officer I	PE-14	11	21,489.00	Bachelor's Degree	None Required	None Required	CS-Professional		Pub. Employment Service Ofc., Silay City, Neg. Occ.
9	Manpower Development Assistant	PE-16	8	16,426.00	Completion of two years studies in College	4 hrs. Relevant Training	1 yr. Relevant Experience	CS-Sub Prof.		Pub. Employment Service Ofc., Silay City, Neg. Occ.
10	Handicraft Worker III	PE-21	8	16,426.00	Elementary School Graduate	14 hrs. relevant Training	1 year relevant Experience	None Required (MC 10, s.2013-Cat. III)		Pub. Employment Service Ofc., Silay City, Neg. Occ.
11	Local Treasury Operations Officer IV	CT-15	22	61,574.00	Bachelor's Degree	16 hrs. Relevant Training	3 yrs. Relevant Experience	CS-Professional		City Treasurer's Office, Silay City, Neg. Occ.
12	Revenue Collection Clerk II	CT - 30	7	15,461.00	Completion of two years studies in College	None Required	None Required	CS-Sub Prof.		City Treasurer's Office, Silay City, Neg. Occ.
13	Revenue Collection Clerk II	CT-31	7	15,461.00	Completion of two years studies in College	None Required	None Required	CS-Sub Prof.		City Treasurer's Office, Silay City, Neg. Occ.

14	Administrative Aide VI (Cash Clerk II)	CT-44	6	14,580.00	Completion of two years studies in College	None Required	None Required	CS-Sub Professional		City Treasurer's Office, Silay City, Neg. Occ.
15	Administrative Officer IV (Administrative Officer III)	CH-03	15	30,218.00	Bachelor's Degree relevant to the Job	4 hrs. Relevant Training	1 yr. Relevant Experience	CS-Professional		City Health Office, Silay City, Negros Occidental
16	Administrative Aide VI (Clerk III)	CH-04	6	14,580.00	Completion of two years studies in College	None Required	None Required	CS-Sub Prof.		City Health Office, Silay City, Neg. Occ.
17	Management & Audit Assistant	IA-02	8	16,426.00	Completion of two years studies in College	4 hrs. Relevant Training	1 yr. Relevant Experience	CS-Sub Prof.		Internal Audit Office, Silay City, Neg. Occ.
18	Administrative Aide VI (Buyer II)	GS-14	6	14,580.00	Completion of two years studies in College	None Required	None Required	CS-Sub Prof.		General Services Office, Silay City, Neg. Occ.
19	Administrative Assistant II (Accounting Clerk III)	CA-08	8	16,426.00	Completion of two years studies in College	4 hrs. Relevant Training	1 yr. Relevant Experience	CS-Sub Prof.		City Accountant's Office, Silay City, Negros Occ.
20	Accountant I	CA-13	12	23,447.00	Bachelor's Degree in Commerce/Business Administration major in Accounting	None Required	None Required	RA 1080		City Accountant's Office, Silay City, Negros Occ.
21	Administrative Assistant V (Stenographic Reporter III)	CL-03	11	21,489.00	Completion of two years studies in College	8 hrs. Relevant Training	2 yrs. Relevant Experience	CS-Sub Prof.		City Legal Office, Silay City, Negros Occidental
22	City Government Assistant Department Head I	CB-08	23	69,216.00	Bachelor's Degree	16 hrs. Relevant Training	3 yrs. Relevant Experience	CS-Professional		City Budget Office, Silay City, Neg. Occ.
23	Zoning Officer II	CP-09	15	30,218.00	Bachelor's Degree relevant to the Job	4 hrs. Relevant Training	1 yr. Relevant Experience	CS-Professional		City Planning & Devt. Office, Silay City, Neg. Occ.
24	Statistician II	CP-16	15	30,218.00	Bachelor's Degree relevant to the Job	4 hrs. Relevant Training	1 yr. Relevant Experience	CS-Professional		City Planning & Devt. Office, Silay City, Neg. Occ.
25	Meat Inspector II	CV-02	8	16,426.00	Completion of two years studies in College	4 hrs. Relevant Training	1 yr. Relevant Experience	CS-Sub Prof.		City Veterinarian's Office, Silay City, Neg. Occ.
26	Meat Inspector II	CV-03	8	16,426.00	Completion of two years studies in College	5 hrs. Relevant Training	2 yrs. Relevant Experience	CS-Sub Prof.		City Veterinarian's Office, Silay City, Neg. Occ.
27	Engineer III (Agricultural and Biosystems)	DA-07	19	43,482.00	Bachelor's Degree in Agricultural Engineering or Agricultural and Biosystems Engineering	8 hrs. Relevant Training	2 yrs. Relevant Experience	RA 1080 (Agricultural and Biosystems Engineer)		City Agriculture Office, Silay City, Neg. Occ.
28	Supervising Agriculturist	DA-06	22	61,574.00	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.
29	Social Welfare Assistant	DS-06	8	16,426.00	Completion of two years studies in College	None Required	None Required	CS-Sub Prof.		City Social Welfare & Devt. Ofc., Silay City, Neg. Occ.
30	Supply Officer II	CE-08	14	27,719.00	Bachelor's Degree	4 hrs. Relevant Training	1 yr. Relevant Experience	CS-Professional		City Engineer's Office, Silay City, Neg. Occ.
31	Carpenter II	CE-40	5	13,748.00	Elementary School Graduate	None Required	None Required	Carpenter (MC 10, s. 2013 - Cat. II)		City Engineer's Office, Silay City, Neg. Occ.
32	Engineer II	CE-94	16	32,965.00	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.
33	Engineer IV	OB-19	22	61,574.00	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.
34	Engineer IV	OB-26	22	61,574.00	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.

35	Midwife III	CH-20	11	21,489.00	Completion of Midwifery Course	8 hrs. of relevant Training	2 yrs. of relevant Experience	RA 1080		City Health Office, Silay City, Neg. Occ.
36	Midwife III	CH-25	11	21,489.00	Completion of Midwifery Course	8 hrs. of relevant Training	2 yrs. of relevant Experience	RA 1081		City Health Office, Silay City, Neg. Occ.
37	Carpenter II	CE-41	5	13,748.00	Elementary School Graduate	None Required	None Required	Carpenter (MC 10, s. 2013 - Cat. II)		City Engineer's Office, Silay City, Neg. Occ.
38	Draftsman III	CP-10	11	21,489.00	Completion of two years studies in College of High School Graduate w/ relevant vocational/trade course	8 hrs. Relevant Training	2 yrs. Relevant Experience	CS-Sub Prof. /Draftsman (MC. 10,s.2013-Cat. II)		City Planning & Devt. Office, Silay City, Neg. Occ.
39	Lineman II	CE-86	5	13,748.00	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.
40	Special Agent I	OB-05	8	16,426.00	Completion of two years studies in College	4 hrs. Relevant Training	1 yr. Relevant Experience	CS-Sub Prof.		Office of the City Building Official, 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 la **November 19, 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.go
2. Performance rating in the last rating period (if applicable);
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

silaycitygovernment_hrmp@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

