

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:


YURI JAND JARDER
Officer-in-Charge, HRMO

Date: February 29, 2024

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 (Computer Operator I)	CM-93	7	16,758.00	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course	None Required	None Required	CS-Sub Professional / Data Encoder (MC 11,s. 1996-Cat. I)		City Mayor's Office, Silay City, Negros Occidental
2	Registration Officer I	CR-08	10	20,858.00	Bachelor's Degree	None Required	None Required	CS-Professional		City Civil Registrar's Office, Silay City, Negros Occidental
3	Population Program Worker II	CR-14	7	16,758.00	Completion of two years studies in College	None Required	None Required	CS-Sub Professional		City Civil Registrar's Office, Silay City, Negros Occidental
4	Administrative Aide IV	CP-04	4	14,027.00	Completion of two years studies in College	None Required	None Required	CS-Sub Professional		City Planning & Devt. Office, Silay City, Neg. Occ.
5	Statistician Aide	CP-17	4	14,027.00	Completion of two years studies in College	None Required	None Required	CS-Sub Professional		City Planning & Devt. Office, Silay City, Neg. Occ.
6	Agricultural Technician I	CV-05	6	15,798.00	Completion of two years studies in College	None Required	None Required	CS-Sub Professional		City Veterinarian's Office, Silay City, Neg. Occ.
7	Local Legislative Staff Officer III	SP-24	16	35,705.00	Bachelor's Degree	4 hours relevant Training	1 year relevant Experience	CS-Professional		Sangguniang Panlungsod Office, Silay City, Neg. Occ.
8	Architect II	OB-12	16	35,705.00	Bachelor's Degree in Architecture	4 hours relevant Training	1 year relevant Experience	RA 1080		Office of the City Building Official, Silay City, Neg. Occ.
9	Architect II	OB-14	16	35,705.00	Bachelor's Degree in Architecture	4 hours relevant Training	1 year relevant Experience	RA 1080		Office of the City Building Official, Silay City, Neg. Occ.
10	Administrative Aide IV	OB-03	4	14,027.00	Completion of two years studies in College	None Required	None Required	CS-Sub Professional		Office of the City Building Official, Silay City, Neg. Occ.
11	Accountant II	CA-06	15	32,957.00	Bachelor's Degree in Commerce/Business Administration major in Accounting	4 hours relevant Training	1 year relevant Experience	RA 1080		City Accounting Office, Silay City, Negros Occidental
12	Agricultural Technologist	DA-11	10	20,858.00	Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries and Technology and Veterinary Medicine	None Required	None Required	RA 1080		City Agriculture Office, Silay City, Negros Occidental
13	Agricultural Technologist	DA-12	10	20,858.00	Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries and Technology and Veterinary Medicine	None Required	None Required	RA 1080		City Agriculture Office, Silay City, Negros Occidental
-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

March 17, 2024.

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:

MR. YURI JAN D. JARDER

Officer-in-Charge, HRMO

2nd Flr. City Mayor's Office, Silay City Hall, Zamora St., Silay City

jarderyurijan@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.