


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 JAN B. JARDE
Officer-in-Charge, HRMO

Date: November 7, 2023

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 Aide IV	CR-10	4	14,027.00	Completion of two-year studies in College	None Required	None Required	CS-Sub Professional		City Civil Registrar's Office, Silay City, Neg. Occ.
2	Utility Worker I	CM-164	1	11,700.00	Must be able to read and write	None Required	None Required	None Required		City Mayor's Office, Silay City, Neg. Occ.
3	Agricultural Technologist	DA-07	10	20,858.00	Bachelor's Degree relevant to the Job	None Required	None Required	CS-Professional		City Agriculture Office, Silay City, Neg. Occ.
4	Administrative Aide VI	CT-13	6	15,798.00	Completion of two-year studies in College	None Required	None Required	CS-Sub Professional		City Treasurer's Office, Silay City, Neg. Occ.
5	License Officer I	CM-89	11	24,300.00	Bachelor's Degree	None Required	None Required	CS-Professional		City Mayor's Office, Silay City, Neg. Occ.
6	Local Revenue Collection Officer I	CT-20	11	24,300.00	Bachelor's Degree	None Required	None Required	CS-Professional		City Treasurer's Office, Silay City, Neg. Occ.
7	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		City Mayor's Office, Silay City, Neg. Occ.
8	Administrative Aide VI (Cash Clerk II)	CT-40	6	15,798.00	Completion of two-year studies in College	None Required	None Required	CS-Sub Professional		City Treasurer's Office, Silay City, Neg. Occ.
9	Accountant IV	CA-03	22	64,360.00	Bachelor's Degree in Commerce/Business Administration major in Accounting	16 hrs. relevant Training	3 years relevant Experience	RA 1080		City Accountant's Office, Silay City, Neg. Occ.
10	Administrative Aide VI (Accounting Clerk II)	CA-10	6	15,798.00	Completion of two-year studies in College	None Required	None Required	CS-Sub Professional		City Accountant's Office, Silay City, Neg. Occ.
11	Administrative Officer II	CB-03	11	24,300.00	Bachelor's Degree relevant to the Job	None Required	None Required	CS-Professional		City Budget Office, Silay City, Neg. Occ.
12	Administrative Officer II	CM-92	11	24,300.00	Bachelor's Degree relevant to the Job	None Required	None Required	CS-Professional		City Mayor's Office, Silay City, Neg. Occ.
13	Administrative Assistant I (Computer Operator I)	CM-73	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		City Mayor's Office, Silay City, Neg. Occ.
14	Nurse I	CH-26	15	32,957.00	Bachelor of Science in Nursing	None Required	None Required	RA 1080		City Health Office, Silay City, Neg. Occ.
15	Medical Technologist I	CH-59	11	24,300.00	Bachelor's Degree in Medical Technology	None Required	None Required	RA 1080		City Health Office, Silay City, Neg. Occ.
16	Administrative Officer II	OB-02	11	24,300.00	Bachelor's Degree relevant to the Job	None Required	None Required	CS-Professional		Office of the City Building Official, Silay City, Neg. Occ.
17	Electrical Inspector I	CE-80	6	15,798.00	High School Graduate or Completion of relevant vocational/trade course	None Required	None Required	Electrician (MC10, s.2013)		City Engineer's Office, Silay City, Neg. Occ.

18	Administrative Aide IV (Driver II)	CE-117	4	14,027.00	High School Graduate or Completion of vocational/trade course	None Required	None Required	Professional Driver's Licence (MC10, s.2013)		City Engineer's 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 24, 2023.

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.