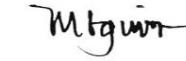


Republic of the Philippines
SILAY CITY LOCAL GOVERNMENT UNIT
Request for Publication of Vacant Positions

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:



MELINA B. GUION
Officer-in-Charge, HRMO

Date: October 4, 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	Supervising Administrative Officer	CT-03	22	67,352.00	Bachelor's Degree relevant to the Job	16 hours relevant Training	3 years relevant Experience	CS-Professional		City Treasurer's Office, Silay City, Neg. Occ.
2	Administrative Aide VI (Cash Clerk II)	CT-36	6	16,430.00	Completion of two years studies in College	None Required	None Required	CS-Sub Professional		City Treasurer's Office, Silay City, Neg. Occ.
3	Administrative Aide VI (Cash Clerk II)	CT-44	6	16,430.00	Completion of two years studies in College	None Required	None Required	CS-Sub Professional		City Treasurer's Office, Silay City, Neg. Occ.
4	Registration Officer I	CR-08	10	21,943.00	Bachelor's Degree	None Required	None Required	CS-Professional		City Civil Registrar's Office, Silay City, Neg. Occ.
5	Population Program Worker II	CR-14	7	17,429.00	Completion of two years studies in College	None Required	None Required	CS-Sub Professional		City Civil Registrar's Office, Silay City, Neg. Occ.
6	Population Program Worker II	CR-11	7	17,429.00	Completion of two years studies in College	None Required	None Required	CS-Sub Professional		City Civil Registrar's Office, Silay City, Neg. Occ.
7	Architect II	OB-12	16	37,454.00	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.
78	Architect II	OB-14	16	37,454.00	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	Administrative Aide IV	OB-03	4	14,588.00	Completion of two years studies in College	None Required	None Required	CS-Sub Professional		Office of the City Building Official, Silay City, Neg. Occ.
10	Engineer I	OB-23	12	27,635.00	Bachelor's Degree in Engineering relevant to the Job	None Required	None Required	RA 1080		Office of the City Building Official, Silay City, Neg. Occ.
11	Special Agent I	OB-05	8	18,481.00	Completion of two years studies in College	4 hours relevant Training	1 year relevant Experience	CS-Sub Professional		Office of the City Building Official, Silay City, Neg. Occ.
12	Administrative Assistant VI (Computer Operator III)	CM-79	12	27,635.00	Completion of two years studies in College or High School Graduate with relevant Vocational/Trade Course)	8 hours relevant Training	2 years relevant Experience	CS-Sub Professional/ Data Encoder (MC 11, s. 1996)		City Mayor's Office, Silay City, Neg. Occ.
13	Heavy Equipment Operator II	CE-106	6	16,430.00	High School Graduate or completion of Vocational/Trade Course	None Required	None Required	Heavy Equipment Operator (MC 10, s. 2013-Cat. II)		City Engineer's Office, Silay City, Neg. Occ.
14	Agricultural Technician I	CV-05	6	16,430.00	Completion of two years studies in College	None Required	None Required	CS-Sub Professional		City Veterinarian's Office, Silay City, Neg. Occ.
15	Management & Audit Assistant	IA-02	8	18,481.00	Completion of two years studies in College	4 hours relevant Training	1 year relevant Experience	CS-Sub Professional		Internal Audit Office, Silay City, Neg. Occ.
16	Accountant III	CA-04	18	44,114.00	Bachelor's Degree in Commerce/Business Administration major in Accounting	8 hours relevant Training	2 years relevant Experience	RA 1080		City Accountant's Office, Silay City, Neg. Occ.
17	Accountant II	CA-06	15	34,572.00	Bachelor's Degree in Commerce/Business Administration major in Accounting	4 hours relevant Training	1 year relevant Experience	RA 1080		City Accountant's Office, Silay City, Neg. Occ.
18	Accountant I	CA-13	12	27,635.00	Bachelor's Degree in Commerce/Business Administration major in Accounting	None Required	None Required	RA 1080		City Accountant's Office, Silay City, Neg. Occ.
19	Administrative Aide IV	CP-04	4	14,588.00	Completion of two years studies in College	None Required	None Required	CS-Sub Professional		City Planning & Development Office, Silay City, Neg. Occ.
20	Statistician Aide	CP-17	4	14,588.00	Completion of two years studies in College	None Required	None Required	CS-Sub Professional		City Planning & Development Office, Silay City, Neg. Occ.
21	Administrative Assistant II (Budgeting Assistant)	CB-11	8	18,481.00	Completion of two years studies in College	4 hours relevant Training	1 year relevant Experience	CS-Sub Professional		City Budget Office, Silay City, Neg. Occ.
22	Supervising Aqua-Culturist	DA-08	22	67,352.00	Bachelor's Degree relevant to the Job	16 hours relevant Training	3 years relevant Experience	CS-Professional		City Agriculture Office, Silay City, Neg. Occ.

23	Mason II	CE-44	5	15,485.00	Elementary School Graduate	None Required	None Required	MC 10, s. 2013-Cat. III		City Engineer's Office, Silay City, Neg. Occ.
24	Engineer I	CE-23	12	27,635.00	Bachelor's Degree in Engineering relevant to the Job	None Required	None Required	RA 1080		City Engineer's Office, Silay City, Neg. Occ.
25	Community Affairs Assistant I	PE-11	5	15,485.00	Completion of two years studies in College	None Required	None Required	CS-Sub Professional		Public Employment Service Office, Silay City, Neg. Occ.
26	Community Affairs Officer IV	PE-08	22	67,352.00	Bachelor's Degree	16 hours relevant Training	3 years relevant Experience	CS-Professional		Public Employment Service Office, Silay City, Neg. Occ.
27	Nurse I	CH-74	15	38,413.00	Bachelor of Science in Nursing	None Required	None Required	RA 1080		City Health 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 **October 23, 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:

MS. MELINA B. GUION

Officer-in-Charge, HRMO

2nd Flr. City Hall Bldg., Silay City Hall, Zamora St., Silay City

silaycitygovernment_hrmp@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.