

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 JARDE
Officer-in-Charge, HRMO

Date: June 1, 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	Social Welfare Assistant	DS-06	8	17,770.00	Completion of two years studies in College	4 hours relevant Training	1 year relevant Experience	CS-Sub Professional		City Social Welfare & Development Office, Silay City, Neg. Occ.
2	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 Accountant Office, Silay City, Neg. Occ.
3	Administrative Officer IV	GS-04	15	32,957.00	Bachelor's Degree relevant to the Job	4 hours relevant Training	1 year relevant Experience	CS-Professional		General Services Office, Silay City, Neg. Occ.
4	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.
5	Administrative Assistant III (Computer Operator II)	CM-80	9	19,090.00	Completion of two years studies in College or High School Graduate with relevant Vocational/Trade Course	4 hours relevant Training	1 year relevant Experience	CS-Sub Professional/Data Encoder (MC 11,s.1996-Cat. I)		City Mayor's Office, Silay City, Neg. Occ.
6	Management & Audit Analyst I	IA-05	11	24,300.00	Bachelor's Degree relevant to the Job	None Required	None Required	CS-Professional		Internal Audit Office, Silay City, Neg. Occ.
7	Administrative Aide IV	GS-16	4	14,027.00	Bachelor's Degree relevant to the Job	4 hours relevant Training	1 year relevant Experience	CS-Professional		General Services Office, Silay City, Neg. Occ.
8	Administrative Aide III	CB-05	3	13,210.00	Must be able to read and write	None Required	None Required	None Required		City Budget Office, Silay City, Neg. Occ.
9	Laborer II	GS-43	3	13,210.00	Must be able to read and write	None Required	None Required	None Required		General Services Office, Silay City, Neg. Occ.
10	Administrative Officer IV (Budget Officer II)	CB-10	15	32,957.00	Bachelor's Degree relevant to the Job	4 hours relevant Training	1 year relevant Experience	CS-Professional		City Budget Office, Silay City, Neg. Occ.
11	Local DRRM Officer II	CM-111	15	32,957.00	Bachelor's Degree	4 hours relevant Training on DRRM	1 year relevant Experience on DRRM	CS-Professional / Second Level Eligibility		City Mayor's Office, Silay City, Neg. Occ.
12	Nurse II	CH-15	16	35,705.00	Bachelor of Science in Nursing	4 hours relevant Training	1 year relevant Experience	RA 1080		City Health Office, Silay City, Neg. Occ.
13	Draftsman III	CP-11	11	24,300.00	Completion of two years studies in College or High School Graduate with relevant Vocational/Trade Course	8 hours relevant Training	2 years relevant Experience	Draftsman (MC 10, s.2013-Cat. II)		City Planning & Devt. Office, Silay City, Neg. Occ.
14	Administrative Assistant I	CP-05	7	16,758.00	Completion of two years 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 Planning & Devt. Office, Silay City, Neg. Occ.
15	Agricultural Technologist	DA-12	10	20,858.00	Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None Required	None Required	RA 1080		City Agriculture Office, Silay City, Neg. Occ.
16	Agricultural Technologist	DA-11	10	20,858.00	Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None Required	None Required	RA 1080		City Agriculture 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

June 17, 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.

