




Republic of the Philippines
Province of Iloilo
CITY OF PASSI

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 Local Government Unit of Passi City in the CSC website:


LA-ARNI P. TRABADO
City Gov't. Dept. Head I

Date: March 30, 2021

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Qualification Standard				Competency	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Administrative Assistant I (Reproduction Machine Operator III)	43	7	13,377.00	Elementary School Graduate	None Required	None Required	None Required	- basic knowledge in computer operation - good in oral communication - basic knowledge and understanding in written communication - net working skills	Office of the City Mayor
2	Administrative Assistant I (Bookbinder III)	44	7	13,377.00	Elementary School Graduate	None Required	None Required	None Required	- basic computer operation skills - filing, sorting and binding skill	Office of the City Mayor
3	Process Server	45	5	11,906.00	High School Graduate	None Required	None Required	None Required	- communication skill - analytical skill - sorting, recording and filing skill	Office of the City Mayor
4	Administrative Aide V (Audio-Visual Equipment Operator II)	46	5	11,906.00	High School graduate or Completion of relevant vocational/trade course	None Required	None Required	Audio-Visual Equipment Operator/ Technician (MC 10, s. 2013 Cat. II)	- networking skills - basic computer operation skills - basic oral communication skills	Office of the City Mayor
5	Administrative Aide III	50	3	10,596.00	Must be able to read and write	None Required	None Required	None Required	- cleaning and maintenance skills - industrious and has good working habit - messengerial skill	Office of the City Mayor

6	Administrative Aide III	51	3	10,596.00	Must be able to read and write	None Required	None Required	None Required	- cleaning and maintenance skills - industrious and has good working habit - messengerial skill	Office of the City Mayor
7	Supervising Administrative Officer	61	22	55,521.00	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS Prof.	- language proficiency necessary for preparations of office communication - computer knowledge and skills for data-base recording and reporting - records management skills - leadership skills - with good interpersonal relations and work attitudes - can work under pressure	Office of the City Mayor
8	Senior Administrative Assistant I (Data Controller IV)	63	13	21,447.00	Completion of two years studies in college or high school graduate with relevant vocational/trade course	16 hours of relevant training	3 years of relevant experience	CS Sub-Prof. / Data Encoder	- computer operator skill - communication skill - analytical skill - technical skill - networking skill - filing, recording and encoding skill	Office of the City Mayor
9	Administrative Aide IV (Bookbinder II)	68	4	11,232.00	Elementary School Graduate	None Required	None Required	None Required	- basic computer operation skills - filing, sorting and binding skill	Office of the City Mayor
10	Administrative Aide IV (Reproduction Machine Operator II))	70	4	11,232.00	Elementary School Graduate	None Required	None Required	None Required	- machine operation skill - technical skill - mathematical skill - filing, recording and sorting skills	Office of the City Mayor
11	Administrative Aide III	73	3	10,596.00	Must be able to read and write	None Required	None Required	None Required	- cleaning and maintenance skills - industrious and has good working habit - messengerial skill	Office of the City Mayor
12	Administrative Aide III	74	3	10,596.00	Must be able to read and write	None Required	None Required	None Required	- cleaning and maintenance skills - industrious and has good working habit - messengerial skill	Office of the City Mayor
13	Administrative Aide VI (Utility Foreman)	88	6	12,620.00	Elementary School Graduate	None Required	None Required	None Required	- ability to follow oral and written instructions - ability to communicate effectively and carry out oral and written instructions - ability to establish and maintain effective working relationships with others	Office of the City Mayor

14	Administrative Assistant I (Reproduction Machine Operator III)	180	7	13,377.00	Elementary School Graduate	None Required	None Required	None Required	- basic knowledge in computer operation - good in oral communication - basic knowledge and understanding in written communication - net working skills	Office of the City Mayor, Population Section
15	Administrative Aide II	223	2	9,997.00	Must be able to read and write	None Required	None Required	None Required	- cleaning and maintenance skills - industrious and has good working habit - messengerial skill	Office of the City Mayor, Public Employment Service Section
16	Heavy Equipment Operator II	106	6	12,620.00	High School Graduate or Completion of relevant vocational/trade course	None Required	None Required	Heavy Equipment Operator (MC - 10 S. 2013)	- good in maintenance and operation - good mechanic skill	Office of the City Mayor, Motorpool Section
17	Development Management Officer III	2	18	34,541.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Prof.	- technical knowledge and skills in monitoring and evaluation, research and program implementation - english language proficiency necessary for workshop and training facilitation - leadership and supervisory skills - has special trainings and/or academic studies in urban planning, investment, economics and public administration	Office of the City Planning and Development Coordinator
18	Senior Administrative Assistant V	26	18	34,541.00	Completion of two-year studies in college or high school graduate with relevant vocational/trade course	24 hours of relevant training	4 years of relevant experience	CS Sub-Prof.	- good interpersonal relationship and work attitude - good moral and work ethics - good in oral and written communications - computer literate	Office of the City Planning and Development Coordinator
19	Administrative Aide III	35	3	10,596.00	Must be able to read and write	None Required	None Required	None Required	- cleaning and maintenance skills - industrious and has good working habit - messengerial skill	Office of the City Planning and Development Coordinator
20	Administrative Aide III	36	3	10,596.00	Must be able to read and write	None Required	None Required	None Required	- cleaning and maintenance skills - industrious and has good working habit - messengerial skill	Office of the City Planning and Development Coordinator

21	Engineer IV	53	22	55,521.00	Bachelor's degree in Engineering relevant to the job	16 hours of relevant training	3 years of relevant experience	RA 1080	- proficient, leadership skill, credible, competent, analytical thinking skill, mathematical skills, facilitation skills, has self confidence and has initiative	Office of the City Engineer
22	Registration Officer II	24	14	23,592.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS Prof.	- knowledgeable with the implementing rules and regulations pertinent to civil registration laws - written communication skill - analytical skill - facilitation skill - basic mathematical skill - basic computer operation skill	Office of the City Civil Registrar
23	Administrative Assistant I (Reproduction Machine Operator III)	19	7	13,377.00	Elementary School Graduate	None Required	None Required	None Required	- basic knowledge in computer operation - good in oral communication - basic knowledge and understanding in written communication - net working skills	City Legal Office
24	Administrative Aide I	26	1	9,408.00	Must be able to read and write	None Required	None Required	None Required	- cleaning and maintenance skills - industrious and has good working habit - messengerial skill	City Legal Office
25	Administrative Assistant V (Data Controller III)	4	11	17,641.00	Completion of two years studies in college or high school graduate with relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	CS Sub-Prof. / Data Encoder	- computer operator skill - communication skill - analytical skill - technical skill - mathematical skill - filing, recording and encoding skill	Office of the City General Services
26	Administrative Assistant I (Reproduction Machine Operator III)	11	7	13,377.00	Elementary School Graduate	None Required	None Required	None Required	- basic knowledge in computer operation - good in oral communication - basic knowledge and understanding in written communication - net working skills	Office of the City Disaster Risk Reduction and Management
27	Administrative Aide III	27	3	10,596.00	Must be able to read and write	None Required	None Required	None Required	- cleaning and maintenance skills - industrious and has good working habit - messengerial skill	Office of the City Information

28	Administrative Assistant II (Data Controller II)	23	8	14,244.00	Completion of two years studies in college or high school graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	CS Sub-Prof. / Data Encoder	- computer operator skill - communication skill - analytical skill - technical skill - mathematical skill - filing, recording and encoding skill	Office of the City Information
29	Veterinarian I	9	13	21,447.00	Doctor of Veterinary Medicine	None Required	None Required	RA 1080	- planning and coordination skills - analytical skills - presentation skills - computer literate - organizing skills - good communication skills (oral and written) - empathy - workshop/training facilitation skills - has initiative	City Agriculture Office
30	Farm Supervisor	18	8	14,244.00	High School Graduate	4 hours of relevant training	1 year of relevant experience	None Required	- analytical skill - planning and coordination skill - mathematical skill - landscaping skill - has initiative	Office of the City Environment and Natural Resources
31	Administrative Aide III	8	3	10,596.00	Must be able to read and write	None Required	None Required	None Required	- cleaning and maintenance skills - industrious and has good working habit - messengerial skill	Office of the City Business Permits and Licenses
32	License Inspector I	22	6	12,620.00	Completion of two years studies in college	None Required	None Required	CS Sub-Prof.	- integrity, accountability, initiative, stress tolerance, work standards and ethics and decision making skills - good in oral and written communication - computer literate	Office of the City Business Permits and Licenses
33	Administrative Aide IV (Driver II)	42	4	11,232.00	Elementary School Graduate	None Required	None Required	Driver's License	- good in maintenance and operation of vehicles - possesses good mechanical skill - possesses willingness to work beyond the regular schedule	Office of the City Waste Management

34	Senior Administrative Assistant IV	3	16	28,546.00	Completion of two-year studies in college or high school graduate with relevant vocational/trade course	24 hours of relevant training	4 years of relevant experience	CS Sub-Prof.	<ul style="list-style-type: none"> - adept in technology - verbal and written communication - organization - time management - strategic planning - resourcefulness - detail-oriented - anticipated needs 	Office of the City Economic Enterprise and Management
35	Development Management Officer II	4	15	25,951.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year relevant experience	CS Prof.	<ul style="list-style-type: none"> - technical knowledge and skills in monitoring and evaluation, research and program implementation - has special trainings and/or academic studies in urban planning, investment, economic and public administration - good in oral and written communication 	Office of the City Economic Enterprise and Management
36	Administrative Assistant I (Reproduction Machine Operator III)	7	7	13,377.00	Elementary School Graduate	None Required	None Required	None Required	<ul style="list-style-type: none"> - basic knowledge in computer operation - good in oral communication - basic knowledge and understanding in written communication - net working skills 	Office of the City Economic Enterprise and Management
37	Senior Administrative Assistant IV	24	16	28,546.00	Completion of two-year studies in college or high school graduate with relevant vocational/trade course	24 hours of relevant training	4 years of relevant experience	CS Sub-Prof.	<ul style="list-style-type: none"> - adept in technology - verbal and written communication - organization - time management - strategic planning - resourcefulness - detail-oriented - anticipated needs 	Office of the City Economic Enterprise and Management
38	Market Specialist II	25	15	25,951.00	Bachelor's Degree	4 hours of relevant training	1 year relevant experience	CS Prof.	<ul style="list-style-type: none"> - excellent analytical, communication and presentation skills - ability to work well in fast-paced, collaborative environment 	Office of the City Economic Enterprise and Management

39	Market Supervisor I	40	10	16,348.00	Bachelor's Degree	None Required	None Required	CS Prof.	<ul style="list-style-type: none"> - effective communication - leadership - empathy and compassion - conflict resolution - ability to delegate - critical thinking/problem solving - interpersonal skills - systematic planning and monitoring - time and priority management - confidence - diversity and general differences in the workplace 	Office of the City Economic Enterprise and Management
40	Social Welfare Officer I	5	11	17,641.00	Bachelor's degree in Social Work	None Required	None Required	RA 1080 (Social Work)	<ul style="list-style-type: none"> - good interpersonal relationship and work attitude - good moral and work ethics - good in oral and written communication - computer literate - documentation skills - interviewing skills 	Office of the City Social Welfare and Development
41	Social Welfare Officer IV	2	22	55,521.00	Bachelor's degree in Social Work	16 hours of relevant training	3 years of relevant experience	RA 1080 (Social Work)	<ul style="list-style-type: none"> - excellent leadership, supervision, management and decision making skills - good moral and work ethics - good in oral and written communication - computer literate - keen attention to details - able to work harmoniously, competently and effectively even under pressure 	Office of the City Social Welfare and Development
42	Tourism Operations Officer II	8	15	25,951.00	Bachelor's degree in tourism, business, law economics, marketing, public administration or other related fields	4 hours of relevant training on tourism	1 year of work experience and involvement in the tourism industry either in the private sector or the government	CS Prof.	<ul style="list-style-type: none"> -workshop/training facilitation skill - planning skill - leadership skill - presentation skill - leadership skill - analytical skill - proficient in written and oral communication skill - computer operation skill - mathematical skill 	Office of the City Tourism

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 April 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.gov.ph;
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier their application to:

LA-ARNI P. TRABADO

City Gov't. Dept. Head I

Office of the Human Resource and Development

Newtown Site, Brgy. Sablogon

Passi City, Iloilo

EMAIL ADD: applicant.hrdo.passi@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.