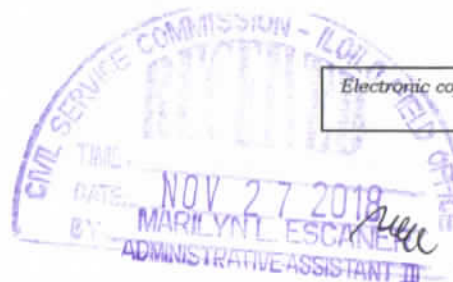


email to: cscregion6@gmail.com

CS Form No. 9  
Series of 2018

Republic of the Philippines  
ILOILO CITY GOVERNMENT  
Request for Publication of Vacant Positions



Electronic copy to be submitted to the CSC FO must be in MS Excel format

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of the Iloilo City Government in the CSC website:

LEO M. ELEVENCIONE  
HRMD

November 27, 2018

No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Day Care Worker I	39, 76	6	14,340.00	High School Graduate	None required	None required	None required		City Social Welfare & Development Office
2	Nurse II	30	15	29,010.00	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080 (Nursing)		City Health Office (La Paz Maternity & Reproductive Health Center)
3	Legal Assistant I	14	10	18,718.00	Bachelor's Degree	None required	None required	CS Professional, Second Level Eligibility		City Legal Office
4	Administrative Officer V	3	18	38,085.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional, Second Level Eligibility	Must have sufficient knowledge on the different programs of the City Health Office; must have knowledge of different management functions such as planning, organizing, leading and coordinating; must have knowledge and skills in the supervision of the administrative division of CHO such as preparation of PPMP, Work and Financial Plan and other administrative functions.	City Health Office
5	Administrative Officer V	19	18	38,085.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional, Second Level Eligibility	Must have skills and knowledge on PRIME-HRM, Government Payroll System and HRIS; must have good oral and written communication skills	Human Resource Management Office

6	Administrative Aide IV	21	4	12,674.00	Completion of 2-year studies in college	None required	None required	CS Sub-Professional, First Level Eligibility		City Budget Office
7	Metro Aide II	35	4	12,674.00	Must be able to read and write	None required	None required	None required		City Environment & Natural Resources Office

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 *December 14, 2018.*

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](http://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/email their application to:

**LEO M. ELEVENZIONE**

HRMO

71, HRMO, 7th Floor, Iloilo City Hall Bldg.

[icg.hrmo@gmail.com](mailto:icg.hrmo@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**