

**Republic of the Philippines**  
**CITY GOVERNMENT OF CABANATUAN**  
**Posting of Vacancies**

Date: January 22, 2025

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 February 6, 2025

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 last rating period (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:

**Hon. Myca Elizabeth R. Vergara**

City Mayor

Office of the City Mayor, City Hall, Phase II, Kapt. Pepe Subd., Cabanatuan City

[cabanatuan.lgu@gmail.com](mailto:cabanatuan.lgu@gmail.com)

**All qualified applicants will receive consideration for employment regardless of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity or political affiliation.**

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

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 II (BOOKBINDER I)	10, 20A	2	13,819.00	Elementary School graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)		CAO, City Government of Cabanatuan
2	LOCAL ASSESSMENT OPERATIONS OFFICER III	13	18	46,725.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) / Second Level Eligibility		CAO, City Government of Cabanatuan
3	TAX MAPPER III	23	18	46,725.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) / Second Level Eligibility		CAO, City Government of Cabanatuan

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4	LOCAL ASSESSMENT OPERATIONS OFFICER II	14	15	36,619.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility		CAO, City Government of Cabanatuan
5	TAX MAPPER II	24	15	36,619.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility		CAO, City Government of Cabanatuan
6	LOCAL ASSESSMENT OPERATIONS OFFICER I	15	11	27,000.00	Bachelor's degree	None required	None required	Career Service (Professional) / Second Level Eligibility		CAO, City Government of Cabanatuan
7	ADMINISTRATIVE AIDE VI (DATA ENTRY MACHINE OPERATOR I)	24A	6	17,553.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional) / Data Encoder (MC 11,s.96 - Cat I) / First Level Eligibility		GSO, City Government of Cabanatuan
8	ADMINISTRATIVE AIDE II (MESSENGER)	25	2	13,819.00	Elementary School graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)		GSO, City Government of Cabanatuan
9	ADMINISTRATIVE OFFICER I (RECORDS OFFICER I)	3	10	23,176.00	Bachelor's degree	None required	None required	Career Service (Professional) / Second Level Eligibility		GSO, City Government of Cabanatuan
10	SUPERVISING ADMINISTRATIVE OFFICER (BUDGET OFFICER IV)	10	22	71,511.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) / Second Level Eligibility		CBO, City Government of Cabanatuan
<a href="https://cabanatuancity.gov.ph/">https://cabanatuancity.gov.ph/</a> Posting Period: <u>January 22, 2025</u> to <u>February 06, 2025</u>										