

Republic of the Philippines
CITY GOVERNMENT OF CABANATUAN
Posting of Vacancies

Date: February 20, 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 March 7, 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;
- 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

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 OFFICER III (RECORDS OFFICER II)	53	14	33,843.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility		CSWDO, City Government of Cabanatuan
2	SOCIAL WELFARE OFFICER I	44	11	27,000.00	Bachelor's degree in Social Work	None required	None required	RA 1080 (Social Worker)		CSWDO, City Government of Cabanatuan

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3	CITY GOVERNMENT ASSISTANT DEPARTMENT HEAD I (ASSISTANT CITY HUMAN RESOURCE MANAGEMENT OFFICER)	2	23	80,003.00	Bachelor's degree preferably in Public/Business Administration, Law or other related course	16 hours of supervisory/management learning and development intervention	3 years of experience in human resource management and development functions	Career Service (Professional) / Second Level Eligibility		HRMO, City Government of Cabanatuan
4	SUPERVISING ADMINISTRATIVE OFFICER (HUMAN RESOURCE MANAGEMENT OFFICER IV)	12	22	71,511.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) / Second Level Eligibility		HRMO, City Government of Cabanatuan
5	SUPERVISING ADMINISTRATIVE OFFICER (BUDGET OFFICER IV)	5	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
https://cabanatuancity.gov.ph/ Posting Period: February 20, 2025 to March 07, 2025										