

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

Date: February 21, 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 8, 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	DISABILITY AFFAIRS OFFICER I	23B	11	27,000.00	Bachelor's degree	None required	None required	Career Service (Professional) / Second Level Eligibility		CSWDO, City Government of Cabanatuan
2	SUPERVISING ADMINISTRATIVE OFFICER	53A	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		CMO, City Government of Cabanatuan
3	PROJECT DEVELOPMENT OFFICER IV	19A	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		CPDO, City Government of Cabanatuan

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
4	MARKET SUPERVISOR II	22A	14	33,843.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility		CEEMO, City Government of Cabanatuan
5	ADMINISTRATIVE ASSISTANT I (REPRODUCTION MACHINE OPERATOR III)	15B	7	18,620.00	Elementary School graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)		CCENRO, City Government of Cabanatuan
6	LICENSING OFFICER II	4A	15	36,619.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility		CBLIPO, City Government of Cabanatuan
7	LICENSING OFFICER II	19A	15	36,619.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility		CBLIPO, City Government of Cabanatuan
8	ADMINISTRATIVE AIDE IV (BOOKBINDER II)	3B	4	15,586.00	Elementary School graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)		CMPO, City Government of Cabanatuan
9	ADMINISTRATIVE AIDE II (UTILITY WORKER II)	3C	3	14,678.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013 - Cat. III)		CMPO, City Government of Cabanatuan
10	ADMINISTRATIVE AIDE II (MESSENGER)	3D	2	13,819.00	Elementary School graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)		CMPO, City Government of Cabanatuan
11	ADMINISTRATIVE AIDE II (REPRODUCTION MACHINE OPERATOR I)	4B	2	13,819.00	Elementary School graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)		CMPO, City Government of Cabanatuan

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
12	MECHANICAL PLANT OPERATOR I	54A	4	15,586.00	High School Graduate or completion of relevant vocational/trade course	None required	None required	Mechanical Equipment Operator (MC 10, s. 2013 - Cat. II)		CMPO, City Government of Cabanatuan
13	ADMINISTRATIVE ASSISTANT I (REPRODUCTION MACHINE OPERATOR III)	2B	7	18,620.00	Elementary School graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)		CLCDO, City Government of Cabanatuan
14	SENIOR COOPERATIVES DEVELOPMENT SPECIALIST	5A	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		CLCDO, City Government of Cabanatuan
15	PROJECT DEVELOPMENT OFFICER III	7A	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		CLCDO, City Government of Cabanatuan
16	ADMINISTRATIVE OFFICER IV (BUDGET OFFICER II)	11B	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		CBO, City Government of Cabanatuan
17	ADMINISTRATIVE OFFICER IV	2A	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		CBO, City Government of Cabanatuan
18	ADMINISTRATIVE ASSISTANT I (BOOKBINDER III)	3A	7	18,620.00	Elementary School graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)		CBO, City Government of Cabanatuan
19	ADMINISTRATIVE AIDE III (UTILITY WORKER II)	3B	3	14,678.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013 - Cat. III)		CBO, City Government of Cabanatuan
<a href="https://cabanatuancity.gov.ph/">https://cabanatuancity.gov.ph/</a> Posting Period: <u>February 21, 2025 to March 08, 2025</u>										