

Republic of the Philippines
CITY GOVERNMENT OF CABANATUAN
Posting of Vacancies

Date: February 24, 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 11, 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 V (BUDGET OFFICER III)	11	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		CBO, City Government of Cabanatuan
2	ADMINISTRATIVE OFFICER IV (BUDGET OFFICER II)	7	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
3	ADMINISTRATIVE ASSISTANT II (BUDGETING ASSISTANT)	8A	8	19,744.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) / First Level Eligibility		CBO, City Government of Cabanatuan

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4	ENGINEERING AIDE	13	4	15,586.00	High School Graduate or completion of relevant vocational/trade course	None required	None required	None required (MC 10, s. 2013 - Cat. III)		OCBO, City Government of Cabanatuan
5	ENGINEER II	47	16	39,672.00	Bachelor's degree in Engineering relevant to the job	4 hours of relevant training	1 year of relevant experience	RA 1080 (Electrical Engineer)		CEO, City Government of Cabanatuan
6	ENGINEER I	14	12	29,165.00	Bachelor's degree in Engineering relevant to the job	None required	None required	RA 1080 (Electrical Engineer)		CEO, City Government of Cabanatuan
https://cabanatuancity.gov.ph/ Posting Period: <u>February 24, 2025 to March 11, 2025</u>										