

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

Date: February 25, 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 12, 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 (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
2	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
3	REVENUE COLLECTION CLERK I	41	5	16,543.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) / First Level Eligibility		CTO, City Government of Cabanatuan

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4	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
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
6	LOCAL ASSESSMENT OPERATIONS 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		CAO, City Government of Cabanatuan
7	ADMINISTRATIVE AIDE I (UTILITY WORKER I)	21	1	13,000.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013 - Cat. III)		CAO, City Government of Cabanatuan
8	ADMINISTRATIVE ASSISTANT III (COMPUTER OPERATOR II)	9B	9	21,211.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) / Data Encoder (MC 11,s.96 - Cat I) / First Level Eligibility		CCRO, City Government of Cabanatuan
9	REGISTRATION OFFICER I	18	10	23,176.00	Bachelor's degree	None required	None required	Career Service (Professional) / Second Level Eligibility		CCRO, City Government of Cabanatuan
10	MIDWIFE II	59	11	27,000.00	Completion of Midwifery Course	4 hours of relevant training	1 year of relevant experience	RA 1080		CHO, City Government of Cabanatuan
11	MIDWIFE I	69	9	21,211.00	Completion of Midwifery Course	None required	None required	RA 1080		CHO, City Government of Cabanatuan

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12	MIDWIFE I	88	9	21,211.00	Completion of Midwifery Course	None required	None required	RA 1080		CHO, City Government of Cabanatuan
13	PHARMACIST I	82	11	27,000.00	Bachelor of Science in Pharmacy	None required	None required	RA 1080		MVGCCGH, City Government of Cabanatuan
14	ADMINISTRATIVE AIDE VI (DATA ENTRY MACHINE OPERATOR I)	18	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		CSWDO, City Government of Cabanatuan
15	LABORER II	29	3	14,678.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013 - Cat. III)		CEEMO, City Government of Cabanatuan
16	LABORER I	26	1	13,000.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013 - Cat. III)		CVO, City Government of Cabanatuan
17	AGRICULTURAL TECHNOLOGIST	12	10	23,176.00	Bachelor's degree in Agriculture or other allied courses such as Agric'l Engineering, Fisheries Tech., and Veterinary Medicine	None required	None required	relevant RA1080		CAGriO, City Government of Cabanatuan
18	AGRICULTURAL TECHNOLOGIST	16	10	23,176.00	Bachelor's degree in Agriculture or other allied courses such as Agric'l Engineering, Fisheries Tech., and Veterinary Medicine	None required	None required	relevant RA1080		CAGriO, City Government of Cabanatuan
19	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		CDRRMO, City Government of Cabanatuan

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20	SENIOR ENVIRONMENTAL MANAGEMENT SPECIALIST	2A	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		CCENRO, City Government of Cabanatuan
21	ADMINISTRATIVE OFFICER II (INFORMATION OFFICER I)	8	11	27,000.00	Bachelor's degree	None required	None required	Career Service (Professional) / Second Level Eligibility		CCENRO, City Government of Cabanatuan
22	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
23	LOCAL REVENUE COLLECTION OFFICER I	24B	11	27,000.00	Bachelor's degree	None required	None required	Career Service (Professional) / Second Level Eligibility		CTO, City Government of Cabanatuan
24	MEAT INSPECTOR I	13	6	17,553.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) / First Level Eligibility		CVO, City Government of Cabanatuan
25	ADMINISTRATIVE AIDE II (BOOKBINDER I)	4A	2	13,819.00	Elementary School graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)		CMPO, City Government of Cabanatuan
26	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
<a href="https://cabanatuancity.gov.ph/">https://cabanatuancity.gov.ph/</a> Posting Period: February 25, 2025 to March 12, 2025										