

Republic of the Philippines  
Roxas City Government  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the Roxas City Government in the CSC website:

**WANEE C. AGUILA**

Administrative Officer V - HRMO-Designate

Date: January 15, 2025

| 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   | City Government Assistant Department Head I                    | 2                  | 23                     | 72003          | Bachelor's degree   | 16 hours of relevant training | 3 years of relevant experience                                    | Career Service (Professional) Second Level Eligibility   |                            | Human Resource Management Office     |
| 2   | Population Program Officer I                                   | 11                 | 11                     | 24300          | Bachelor's degree   | None required                 | None required   | Career Service (Professional) Second Level Eligibility   |                            | Human Resource Management Office     |
| 3   | Administrative Assistant II (HRM Assistant)                    | 12                 | 8                      | 17770          | Completion of two years studies in college  | None required                 | None required   | Career Service (Subprofessional) First Level Eligibility |                            | Human Resource Management Office     |
| 4   | Administrative Aide IV (HRM Aide)                              | 13                 | 4                      | 14027          | Completion of two years studies in college  | 4 hours of relevant training  | 1 year of relevant experience                                     | Career Service (Subprofessional) First Level Eligibility |                            | Human Resource Management Office     |
| 5   | Tourism Operations Officer II                                  | 9                  | 15                     | 32957          | Bachelor's degree relevant to the job   | 4 hours of relevant training  | 1 year of relevant experience                                     | Career Service (Subprofessional) First Level Eligibility |                            | City Tourism Office                  |
| 6   | Administrative Aide I (Utility Worker I)                       | 6                  | 1                      | 11700          | Must be able to read and write  | None required                 | None required   | None required (Mc 11, s.96- Cat III)                     |                            | City Tourism Office                  |
| 7   | Administrative Aide VI (Clerk III)                             | 7                  | 6                      | 15798          | Completion of two years studies in college  | None required                 | None required   | Career Service (Subprofessional) First Level Eligibility |                            | City Administrator's Office          |
| 8   | Administrative Aide IV (Clerk II)                              | 8                  | 4                      | 14027          | Completion of two years studies in college  | None required                 | None required   | Career Service (Subprofessional) First Level Eligibility |                            | City Administrator's Office          |
| 9   | City Planning & Development Coordinator                        | 1                  | 25                     | 92421          | Bachelor's degree preferably in Urban Planning, Development Studies, Economics, Public Administration or any related course | None                          | 5 years experience in government planning or in any related field | First grade or its equivalent                            |                            | City Planning and Development Office |
| 10  | Supervising Administrative Officer (Administrative Officer IV) | 3                  | 22                     | 64360          | Bachelor's degree   | 16 hours of relevant training | 3 years of relevant experience                                    | Career Service (Professional) Second Level Eligibility   |                            | City Planning and Development Office |

|    |  |    |    |       |  |                               |  |   |  |   |
|----|--|----|----|-------|--|-------------------------------|--|---|--|---|
| 11 | Administrative Assistant I (Bookbinder III)            | 7  | 7  | 16758 | Elementary School Graduate   | None required                 | None required  | None required (Mc 11, s.96- Cat III)  |  | City Planning and Development Office        |
| 12 | Administrative Aide II (Messenger)                     | 10 | 2  | 12437 | Elementary School Graduate   | None required                 | None required  | None required (Mc 11, s.96- Cat III)  |  | City Planning and Development Office        |
| 13 | Planning Officer II                                    | 9  | 15 | 32957 | Bachelor's degree relevant to the job  | 4 hours of relevant training  | 1 year of relevant experience                        | Career Service (Professional) Second Level Eligibility                                    |  | City Planning and Development Office        |
| 14 | Project Development Officer II                         | 6  | 15 | 32957 | Bachelor's degree relevant to the job  | 4 hours of relevant training  | 1 year of relevant experience                        | Career Service (Professional) Second Level Eligibility                                    |  | City Planning and Development Office        |
| 15 | Statistician I   | 24 | 11 | 24300 | Bachelor's degree relevant to the job  | None required                 | None required  | Career Service (Professional) Second Level Eligibility                                    |  | City Planning and Development Office        |
| 16 | City Treasurer   | 1  | 23 | 92421 | Bachelor's degree preferably in Commerce, Public Administration or Law                                   | None required                 | 5 years experience in treasury or accounting service | first grade civil service eligible or its equivalent                                      |  | City Treasurer's Office                     |
| 17 | Local Revenue Collection Officer III                   | 16 | 18 | 42053 | Bachelor's degree  | 8 hours of relevant training  | 2 years of relevant experience                       | Career Service (Professional) Second Level Eligibility                                    |  | City Treasurer's Office                     |
| 18 | Local Revenue Collection Officer II                    | 17 | 15 | 32957 | Bachelor's degree  | 4 hours of relevant training  | 1 years of relevant experience                       | Career Service (Professional) Second Level Eligibility                                    |  | City Treasurer's Office                     |
| 19 | Revenue Collection Clerk II                            | 21 | 7  | 16758 | Completion of two years studies in college   | None required                 | None required  | Career Service (Subprofessional) First Level Eligibility                                  |  | City Treasurer's Office                     |
| 20 | Administrative Assistant I (Bookbinder III)            | 21 | 7  | 16758 | Elementary School Graduate   | None required                 | None required  | None required (Mc 11, s.96- Cat III)  |  | City Treasurer's Office                     |
| 21 | Administrative Aide VI (Data Entry Machine Operator I) | 36 | 6  | 15798 | 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 (MC11,s. 96- Cat I) First Level Eligibility |  | City Treasurer's Office                     |
| 22 | Licensing Officer II                                   | 48 | 15 | 32957 | Bachelor's degree  | 4 hours of relevant training  | 1 year of relevant experience                        | Career Service (Professional) Second Level Eligibility                                    |  | City Treasurer's Office                     |
| 23 | Administrative Aide II (Driver I)                      | 53 | 3  | 13210 | Elementary School Graduate   | 4 hours of relevant training  | 1 year of relevant experience                        | Professional Driver's License (MC 14, s. 2018 - Cat. IV)                                  |  | City Treasurer's Office                     |
| 24 | Administrative Aide I (Utility Worker I)               | 12 | 1  | 11700 | Must be able to read and write   | None required                 | None required  | None required (Mc 11, s.96- Cat III)  |  | City Treasurer's Office                     |
| 25 | Supervising Environmental Management Specialist        | 2  | 22 | 64360 | Bachelor's degree relevant to the job  | 16 hours of relevant training | 3 years of relevant experience                       | Career Service (Professional) Second Level Eligibility                                    |  | City Environment & Natural Resources Office |

|    |   |    |    |       |  |                              |   |  |  |   |
|----|---|----|----|-------|--|------------------------------|---|--|--|---|
| 26 | Environmental Management Specialist II                    | 3  | 15 | 32957 | Bachelor's degree relevant to the job      | 4 hours of relevant training | 1 year of relevant experience                             | Career Service (Professional) Second Level Eligibility   |  | City Environment & Natural Resources Office |
| 27 | Forester I  | 4  | 11 | 24300 | Bachelor's degree in Forestry              | None required                | None required   | RA 1080  |  | City Environment & Natural Resources Office |
| 28 | Park Maintenance Foreman                                  | 6  | 8  | 17770 | High School Graduate                       | 4 hours of relevant trainig  | 1 year of relevant experience                             | None required (Mc 11, s.96- Cat III)                     |  | City Environment & Natural Resources Office |
| 29 | Administrative Aide VI (Utility Foreman)                  | 8  | 6  | 15798 | Elementary School Graduate                 | None required                | None required   | None required (Mc 11, s.96- Cat III)                     |  | City Environment & Natural Resources Office |
| 30 | Metro Aide I  | 9  | 2  | 12437 | Must be able to read and write             | None required                | None required   | None required (Mc 11, s.96- Cat III)                     |  | City Environment & Natural Resources Office |
| 31 | Metro Aide I  | 11 | 2  | 12437 | Must be able to read and write             | None required                | None required   | None required (Mc 11, s.96- Cat III)                     |  | City Environment & Natural Resources Office |
| 32 | Metro Aide I  | 17 | 2  | 12437 | Must be able to read and write             | None required                | None required   | None required (Mc 11, s.96- Cat III)                     |  | City Environment & Natural Resources Office |
| 33 | Metro Aide I  | 18 | 2  | 12437 | Must be able to read and write             | None required                | None required   | None required (Mc 11, s.96- Cat III)                     |  | City Environment & Natural Resources Office |
| 34 | Metro Aide I  | 26 | 2  | 12437 | Must be able to read and write             | None required                | None required   | None required (Mc 11, s.96- Cat III)                     |  | City Environment & Natural Resources Office |
| 35 | Administrative Aide I (Laborer I)                         | 32 | 1  | 11700 | Must be able to read and write             | None required                | None required   | None required (Mc 11, s.96- Cat III)                     |  | City Environment & Natural Resources Office |
| 36 | Administrative Aide I (Laborer I)                         | 34 | 1  | 11700 | Must be able to read and write             | None required                | None required   | None required (Mc 11, s.96- Cat III)                     |  | City Environment & Natural Resources Office |
| 37 | Administrative Officer III (Records Officer II)           | 33 | 14 | 30459 | Bachelor's degree                          | 4 hours of relevant trainig  | 1 year of relevant experience                             | Career Service (Professional) Second Level Eligibility   |  | Sangguniang Panlungsod Office               |
| 38 | Legislative Staff Assistant III                           | 59 | 10 | 20858 | Completion of two years studies in college | 8 hours of relevant trainig  | 2 years of relevant experience                            | Career Service (Subprofessional) First Level Eligibility |  | Sangguniang Panlungsod Office               |
| 39 | Administrative Aide IV (Reproduction Machine Operator II) | 69 | 4  | 14027 | Elementary School Graduate                 | None required                | None required   | None required (Mc 11, s.96- Cat III)                     |  | Sangguniang Panlungsod Office               |
| 40 | City Veterinarian I                                       | 1  | 25 | 92421 | Doctor of Veterinary                       | None                         | 3 years experience in the practice of veterinary medicine | RA 1080  |  | City Veterinarian's Office                  |
| 41 | Administrative Aide II (Messenger)                        | 3  | 2  | 12437 | Elementary School Graduate                 | None required                | None required   | None required (Mc 11, s.96- Cat III)                     |  | City Veterinarian's Office                  |
| 42 | Livestock Inspector I                                     | 8  | 6  | 15798 | Completion of two years studies in college | None required                | None required   | Career Service (Subprofessional) First Level Eligibility |  | City Veterinarian's Office                  |
| 43 | Livestock Inspector I                                     | 10 | 6  | 15798 | Completion of two years studies in college | None required                | None required   | Career Service (Subprofessional) First Level Eligibility |  | City Veterinarian's Office                  |

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| 44 | Social Welfare Officer III                     | 2  | 18 | 42053 | Bachelor's degree relevant to the job  | 8 hours of relevant training | 2 years of relevant experience   | Career Service (Professional) Second Level Eligibility  |  | City Social Welfare & Development Office |
| 45 | Social Welfare Officer II                      | 5  | 15 | 32957 | Bachelor's degree relevant to the job  | 4 hours of relevant training | 1 year of relevant experience  | Career Service (Professional) Second Level Eligibility  |  | City Social Welfare & Development Office |
| 46 | Administrative Aide I (Utility Worker I)       | 15 | 1  | 11700 | Must be able to read and write   | None required                | None required  | None required (Mc 11, s.96- Cat III)  |  | City Social Welfare & Development Office |
| 47 | Administrative Aide I (Utility Worker I)       | 18 | 1  | 11700 | Must be able to read and write   | None required                | None required  | None required (Mc 11, s.96- Cat III)  |  | City Social Welfare & Development Office |
| 48 | City Assessor I                                | 1  | 25 | 92421 | Bachelor's degree preferably in Civil or Mechanical Engineering, Commerce, or any other related course   | None required                | 5 years experience in real property assessment work or any related field | First grade or its equivalent   |  | City Assessor's Office                   |
| 49 | Local Assessment Operations Officer II         | 6  | 15 | 32957 | Bachelor's degree  | 4 hours of relevant training | 1 year of relevant experience  | Career Service (Professional) Second Level Eligibility  |  | City Assessor's Office                   |
| 50 | Local Assessment Operations Officer II         | 7  | 15 | 32957 | Bachelor's degree  | 4 hours of relevant training | 1 year of relevant experience  | Career Service (Professional) Second Level Eligibility  |  | City Assessor's Office                   |
| 51 | Administrative Aide IV (Clerk II)              | 12 | 4  | 14027 | Completion of two years studies in college   | None required                | None required  | Career Service (Subprofessional) First Level Eligibility  |  | City Assessor's Office                   |
| 52 | Draftsman II                                   | 25 | 8  | 17770 | 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) Draftsman or Illustrator (Mc 11, s.96 - Cat I) First Level Eligibility |  | City Assessor's Office                   |
| 53 | Administrative Officer V (Fiscal Examiner III) | 4  | 18 | 42053 | Bachelor's degree relevant to the job  | 8 hours of relevant training | 2 years of relevant experience   | Career Service (Professional) Second Level Eligibility  |  | City Accountant's Office                 |
| 54 | Administrative Officer IV (Fiscal Examiner II) | 7  | 15 | 32957 | Bachelor's degree relevant to the job  | 4 hours of relevant training | 1 year of relevant experience  | Career Service (Professional) Second Level Eligibility  |  | City Accountant's Office                 |
| 55 | Administrative Officer II (Fiscal Examiner I)  | 8  | 11 | 24300 | Bachelor's degree relevant to the job  | None required                | None required  | Career Service (Professional) Second Level Eligibility  |  | City Accountant's Office                 |
| 56 | Administrative Officer II (Fiscal Examiner I)  | 9  | 11 | 24300 | Bachelor's degree relevant to the job  | None required                | None required  | Career Service (Professional) Second Level Eligibility  |  | City Accountant's Office                 |
| 57 | Office Equipment Helper                        | 28 | 2  | 12437 | Must be able to read and write   | None required                | None required  | None required (Mc 11, s.96- Cat III)  |  | City Accountant's Office                 |

|    |   |    |    |       |  |                               |                                   |   |  |                               |
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| 58 | City Government Assistant<br>Department Head I                        | 2  | 23 | 72003 | Bachelor's degree  | 16 hours of relevant training | 3 years of relevant<br>experience | Career Service (Professional)<br>Second Level Eligibility                                       |  | City Budget Office            |
| 59 | Administrative Officer V (Budget<br>Officer III)                      | 3  | 18 | 42053 | Bachelor's degree<br>relevant to the job   | 8 hours of relevant training  | 2 years of relevant<br>experience | Career Service (Professional)<br>Second Level Eligibility                                       |  | City Budget Office            |
| 60 | Administrative Assistant IV<br>(Bookbinder IV)                        | 9  | 10 | 20858 | Elementary School<br>Graduate  | 8 hours of relevant training  | 2 years of relevant<br>experience | None required (Mc 11, s.96- Cat<br>III)   |  | City Budget Office            |
| 61 | Administrative Assistant I<br>(Bookbinder III)                        | 10 | 7  | 16758 | Elementary School<br>Graduate  | None required                 | None required                     | None required (Mc 11, s.96- Cat<br>III)   |  | City Budget Office            |
| 62 | Sr. Administrative Assistant I<br>(Data Entry Machine Operator<br>IV) | 12 | 13 | 28188 | Completion of two<br>years studies in college<br>or High School<br>Graduate with relevant<br>vocational/trade course | 16 hours of relevant training | 3 years of relevant<br>experience | Career Service (Subprofessional)<br>Data Encoder (MC11,s. 96- Cat<br>I) First Level Eligibility |  | City Budget Office            |
| 63 | Administrative Assistant VI   | 13 | 12 | 26249 | Completion of two<br>years studies in college  | 8 hours of relevant training  | 2 years of relevant<br>experience | Career Service<br>(Subprofessional) First Level<br>Eligibility                                  |  | City Budget Office            |
| 64 | Administrative Aide II<br>(Messenger)                                 | 18 | 2  | 12437 | Elementary school<br>graduate  | None required                 | None required                     | None required (Mc 11, s.96- Cat<br>III)   |  | City Budget Office            |
| 65 | Administrative Assistant VI<br>(Computer Operator III)                | 2  | 12 | 26249 | Completion of two<br>years studies in college<br>or High School<br>Graduate with relevant<br>vocational/trade course | 8 hours of relevant training  | 2 years of relevant<br>experience | Career Service (Subprofessional)<br>Data Encoder (MC11,s. 96- Cat<br>I) First Level Eligibility |  | City Civil Registrar's Office |
| 66 | Administrative Aide III (Clerk I)                                     | 3  | 3  | 13210 | Completion of two<br>years studies in college  | None required                 | None required                     | Career Service<br>(Subprofessional) First Level<br>Eligibility                                  |  | City Civil Registrar's Office |
| 67 | Administrative Aide I (Utility<br>Worker I)                           | 5  | 1  | 11700 | Must be able to read<br>and write  | None required                 | None required                     | None required (Mc 11, s.96- Cat<br>III)   |  | City Civil Registrar's Office |
| 68 | Administrative Aide II<br>(Bookbinder I)                              | 11 | 2  | 12437 | Elementary School<br>Graduate  | None required                 | None required                     | None required (Mc 11, s.96- Cat<br>III)   |  | City Civil Registrar's Office |
| 69 | Agricultural Technologist   | 5  | 10 | 20858 | Bachelor's degree<br>relevant to the job   | None required                 | None required                     | Career Service (Professional)<br>Second Level Eligibility                                       |  | City Agriculture's Office     |
| 70 | Senior Aquaculturist  | 7  | 18 | 42053 | Bachelor's degree<br>relevant to the job   | 8 hours of relevant training  | 2 years of relevant<br>experience | Career Service (Professional)<br>Second Level Eligibility                                       |  | City Agriculture's Office     |

|    |  |    |    |       |   |                               |                                |   |  |                           |
|----|--|----|----|-------|---|-------------------------------|--------------------------------|---|--|---------------------------|
| 71 | Agricultural Technologist                                      | 8  | 10 | 20858 | Bachelor's degree relevant to the job       | None required                 | None required                  | Career Service (Professional)<br>Second Level Eligibility |  | City Agriculture's Office |
| 72 | Agricultural Technologist                                      | 9  | 10 | 20858 | Bachelor's degree relevant to the job       | None required                 | None required                  | Career Service (Professional)<br>Second Level Eligibility |  | City Agriculture's Office |
| 73 | Agricultural Technologist                                      | 10 | 10 | 20858 | Bachelor's degree relevant to the job       | None required                 | None required                  | Career Service (Professional)<br>Second Level Eligibility |  | City Agriculture's Office |
| 74 | Agricultural Technologist                                      | 16 | 10 | 20858 | Bachelor's degree relevant to the job       | None required                 | None required                  | Career Service (Professional)<br>Second Level Eligibility |  | City Agriculture's Office |
| 75 | Agricultural Technologist                                      | 17 | 10 | 20858 | Bachelor's degree relevant to the job       | None required                 | None required                  | Career Service (Professional)<br>Second Level Eligibility |  | City Agriculture's Office |
| 76 | Administrative Aide I (Laborer I)                              | 23 | 1  | 11700 | Must be able to read and write              | None required                 | None required                  | None required (Mc 11, s.96- Cat III)                      |  | City Agriculture's Office |
| 77 | Administrative Aide II (Bookbinder I)                          | 4  | 2  | 12437 | Elementary School Graduate                  | None required                 | None required                  | None required (Mc 11, s.96- Cat III)                      |  | City Agriculture's Office |
| 78 | City Government Assistant Department Head I                    | 3  | 23 | 72003 | Bachelor's degree                           | 16 hours of relevant training | 3 years of relevant experience | Career Service (Professional)<br>Second Level Eligibility |  | City Health Office        |
| 79 | Supervising Administrative Officer (Administrative Officer IV) | 5  | 22 | 64360 | Bachelor's degree                           | 16 hours of relevant training | 3 years of relevant experience | Career Service (Professional)<br>Second Level Eligibility |  | City Health Office        |
| 80 | Medical Officer V  | 25 | 22 | 64360 | Doctor of Medicine                          | 4 hours of relevant training  | 1 year of relevant experience  | RA 1080   |  | City Health Office        |
| 81 | Dentist III  | 32 | 19 | 46221 | Doctor of Dental Medicine or Dental Surgery | 8 hours of relevant training  | 2 years of relevant experience | RA 1080   |  | City Health Office        |
| 82 | Dental Aide  | 39 | 4  | 14027 | High School Graduate                        | None required                 | None required                  | None required (Mc 11, s.96- Cat III)                      |  | City Health Office        |
| 83 | Dental Aide  | 40 | 4  | 14027 | High School Graduate                        | None required                 | None required                  | None required (Mc 11, s.96- Cat III)                      |  | City Health Office        |
| 84 | Nurse IV   | 43 | 19 | 46221 | Bachelor of Science in Nursing              | 8 hours of relevant training  | 2 years of relevant experience | RA 1080   |  | City Health Office        |
| 85 | Nurse III  | 44 | 17 | 38727 | Bachelor of Science in Nursing              | 4 hours of relevant training  | 1 year of relevant experience  | RA 1080   |  | City Health Office        |
| 86 | Nurse II   | 53 | 16 | 35705 | Bachelor of Science in Nursing              | 4 hours of relevant training  | 1 year of relevant experience  | RA 1080   |  | City Health Office        |
| 87 | Midwife II   | 72 | 11 | 24300 | Completion of the Midwifery Course          | 4 hours of relevant training  | 1 year of relevant experience  | RA 1080   |  | City Health Office        |

|     |  |     |    |       |  |                               |                                |  |  |                              |
|-----|--|-----|----|-------|--|-------------------------------|--------------------------------|--|--|------------------------------|
| 88  | Nursing Attendant I  | 76  | 4  | 14027 | Elementary School Graduate                 | None required                 | None required                  | None required (Mc 11, s.96- Cat III)                     |  | City Health Office           |
| 89  | Sanitation Inspector III                                       | 100 | 11 | 24300 | Completion of two years studies in college | 8 hours of relevant training  | 2 years of relevant experience | Career Service (Subprofessional) First Level Eligibility |  | City Health Office           |
| 90  | Sanitation Inspector II  | 101 | 8  | 17770 | Completion of two years studies in college | 4 hours of relevant training  | 1 year of relevant experience  | Career Service (Subprofessional) First Level Eligibility |  | City Health Office           |
| 91  | Sanitation Inspector II  | 103 | 8  | 17770 | Completion of two years studies in college | 4 hours of relevant training  | 1 year of relevant experience  | Career Service (Subprofessional) First Level Eligibility |  | City Health Office           |
| 92  | Sanitation Inspector II  | 104 | 8  | 17770 | Completion of two years studies in college | 4 hours of relevant training  | 1 year of relevant experience  | Career Service (Subprofessional) First Level Eligibility |  | City Health Office           |
| 93  | Sanitation Inspector II  | 105 | 8  | 17770 | Completion of two years studies in college | 4 hours of relevant training  | 1 year of relevant experience  | Career Service (Subprofessional) First Level Eligibility |  | City Health Office           |
| 94  | Sanitation Inspector I   | 111 | 6  | 15798 | Completion of two years studies in college | None required                 | None required                  | Career Service (Subprofessional) First Level Eligibility |  | City Health Office           |
| 95  | Nurse II (Nurse I)   | 114 | 16 | 35705 | Bachelor of Science in Nursing             | 4 hours of relevant training  | 1 year of relevant experience  | RA 1080  |  | City Health Office           |
| 96  | Medical Officer V  | 125 | 22 | 64360 | Doctor of Medicine                         | 4 hours of relevant training  | 1 year of relevant experience  | RA 1080  |  | City Health Office           |
| 97  | City Government Assistant Department Head I                    | 2   | 23 | 72003 | Bachelor's degree                          | 16 hours of relevant training | 3 years of relevant experience | Career Service (Professional) Second Level Eligibility   |  | City General Services Office |
| 98  | Supervising Administrative Officer (Administrative Officer IV) | 3   | 22 | 64360 | Bachelor's degree                          | 16 hours of relevant training | 3 years of relevant experience | Career Service (Professional) Second Level Eligibility   |  | City General Services Office |
| 99  | Administrative Aide VI (Clerk III)                             | 7   | 6  | 15798 | Completion of two years studies in college | None required                 | None required                  | Career Service (Subprofessional) First Level Eligibility |  | City General Services Office |
| 100 | Senior Administrative Assistant I                              | 21  | 13 | 28188 | Completion of two years studies in college | 16 hours of relevant training | 3 years of relevant experience | Career Service (Subprofessional) First Level Eligibility |  | City General Services Office |
| 101 | Administrative Aide I (Utility Worker I)                       | 26  | 1  | 11700 | Must be able to read and write             | None required                 | None required                  | None required (Mc 11, s.96- Cat III)                     |  | City General Services Office |
| 102 | Administrative Aide I (Utility Worker I)                       | 30  | 1  | 11700 | Must be able to read and write             | None required                 | None required                  | None required (Mc 11, s.96- Cat III)                     |  | City General Services Office |
| 103 | Park Attendant III   | 32  | 6  | 15798 | Must be able to read and write             | None required                 | None required                  | None required (Mc 11, s.96- Cat III)                     |  | City General Services Office |
| 104 | Welder I   | 33  | 4  | 14027 | Elementary School Graduate                 | None required                 | None required                  | Welder (Mc 11, s.96- Cat I)                              |  | City General Services Office |

|     |   |    |    |       |  |                               |   |  |  |                              |
|-----|---|----|----|-------|--|-------------------------------|---|--|--|------------------------------|
| 105 | Mechanic I                                  | 34 | 4  | 14027 | High School Graduate or Completion of relevant vocational/trade course | None required                 | None required                                     | Mechanic (Mc 11, s.96- Cat I)                          |  | City General Services Office |
| 106 | Administrative Aide I (Laborer I)           | 36 | 1  | 11700 | Must be able to read and write   | None required                 | None required                                     | None required (Mc 11, s.96- Cat III)                   |  | City General Services Office |
| 107 | Administrative Aide I (Laborer I)           | 38 | 1  | 11700 | Must be able to read and write   | None required                 | None required                                     | None required (Mc 11, s.96- Cat III)                   |  | City General Services Office |
| 108 | Administrative Aide I (Laborer I)           | 42 | 1  | 11700 | Must be able to read and write   | None required                 | None required                                     | None required (Mc 11, s.96- Cat III)                   |  | City General Services Office |
| 109 | Administrative Aide I (Utility Worker I)    | 52 | 1  | 11700 | Must be able to read and write   | None required                 | None required                                     | None required (Mc 11, s.96- Cat III)                   |  | City General Services Office |
| 110 | Administrative Aide I (Utility Worker I)    | 55 | 1  | 11700 | Must be able to read and write   | None required                 | None required                                     | None required (Mc 11, s.96- Cat III)                   |  | City General Services Office |
| 111 | Administrative Aide I (Utility Worker I)    | 56 | 1  | 11700 | Must be able to read and write   | None required                 | None required                                     | None required (Mc 11, s.96- Cat III)                   |  | City General Services Office |
| 112 | Administrative Aide I (Utility Worker I)    | 64 | 1  | 11700 | Must be able to read and write   | None required                 | None required                                     | None required (Mc 11, s.96- Cat III)                   |  | City General Services Office |
| 113 | Administrative Aide I (Utility Worker I)    | 65 | 1  | 11700 | Must be able to read and write   | None required                 | None required                                     | None required (Mc 11, s.96- Cat III)                   |  | City General Services Office |
| 114 | Administrative Aide I (Utility Worker I)    | 72 | 1  | 11700 | Must be able to read and write   | None required                 | None required                                     | None required (Mc 11, s.96- Cat III)                   |  | City General Services Office |
| 115 | Watchman I                                  | 91 | 2  | 12437 | Elementary School Graduate   | None required                 | None required                                     | None required (Mc 11, s.96- Cat III)                   |  | City General Services Office |
| 116 | City Engineer                               | 1  | 25 | 92421 | Bachelor's degree in Civil Engineering                                 | None required                 | 5 years experience in the practice of engineering | RA 1080  |  | City Engineer's Office       |
| 117 | City Government Assistant Department Head I | 2  | 23 | 72003 | Bachelor's degree  | 16 hours of relevant training | 3 years of relevant experience                    | Career Service (Professional) Second Level Eligibility |  | City Engineer's Office       |
| 118 | Engineer IV                                 | 3  | 22 | 64360 | Bachelor's degree in Engineering relevant to the job                   | 16 hours of relevant training | 3 years of relevant experience                    | RA 1080  |  | City Engineer's Office       |
| 119 | Engineer I                                  | 5  | 12 | 26249 | Bachelor's degree in Engineering relevant to the job                   | None required                 | None required                                     | RA 1080  |  | City Engineer's Office       |
| 120 | Administrative Aide II (Messenger)          | 8  | 2  | 12437 | Elementary School Graduate   | None required                 | None required                                     | None required (Mc 11, s.96- Cat III)                   |  | City Engineer's Office       |

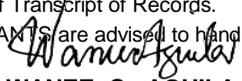
|     |  |    |    |       |  |                              |                               |                                      |  |                        |
|-----|--|----|----|-------|--|------------------------------|-------------------------------|--------------------------------------|--|------------------------|
| 121 | Architect I                              | 13 | 12 | 26249 | Bachelor's degree in Architecture                    | None required                | None required                 | RA 1080                              |  | City Engineer's Office |
| 122 | Architect I                              | 14 | 12 | 26249 | Bachelor's degree in Architecture                    | None required                | None required                 | RA 1080                              |  | City Engineer's Office |
| 123 | Administrative Aide I (Messenger)        | 23 | 2  | 12437 | Elementary School Graduate                           | None required                | None required                 | None required (Mc 11, s.96- Cat III) |  | City Engineer's Office |
| 124 | Administrative Aide I (Utility Worker I) | 28 | 1  | 11700 | Must be able to read and write                       | None required                | None required                 | None required (Mc 11, s.96- Cat III) |  | City Engineer's Office |
| 125 | Engineer I                               | 31 | 12 | 26249 | Bachelor's degree in Engineering relevant to the job | None required                | None required                 | RA 1080                              |  | City Engineer's Office |
| 126 | Engineer I                               | 35 | 12 | 26249 | Bachelor's degree in Engineering relevant to the job | None required                | None required                 | RA 1080                              |  | City Engineer's Office |
| 127 | Construction & Maintenance Man           | 64 | 2  | 12437 | Elementary School Graduate                           | None required                | None required                 | None required (Mc 11, s.96- Cat III) |  | City Engineer's Office |
| 128 | Construction & Maintenance Foreman       | 84 | 8  | 17770 | High School Graduate                                 | 4 hours of relevant training | 1 year of relevant experience | None required (Mc 11, s.96- Cat III) |  | City Engineer's Office |
| 129 | Construction & Maintenance Foreman       | 87 | 8  | 17770 | High School Graduate                                 | 4 hours of relevant training | 1 year of relevant experience | None required (Mc 11, s.96- Cat III) |  | City Engineer's Office |
| 130 | Architect I                              | 94 | 12 | 26249 | Bachelor's degree in Architecture                    | None required                | None required                 | RA 1080                              |  | City Engineer's Office |
| 131 | Administrative Aide I (Utility Worker I) | 2  | 1  | 11700 | Must be able to read and write                       | None required                | None required                 | None required (Mc 11, s.96- Cat III) |  | City Legal Office      |
| 132 | Administrative Aide I (Utility Worker I) | 3  | 1  | 11700 | Must be able to read and write                       | None required                | None required                 | None required (Mc 11, s.96- Cat III) |  | City Legal Office      |

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 1, 2025.

We also welcome Persons With Disability (PWD) and Members of Indigenous Communities and those from any Sexual Orientation and Gender Identities (SOGI) to the above-named vacancies.

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:

  
**WANEE C. AGUILA**

Administrative Officer V - HRMO-Designate

Roxas City Government

[hrmoroxascity@yahoo.com](mailto:hrmoroxascity@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.