

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)	64	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

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

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

71	Agricultural Technologist	8	10	20858	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) 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) 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) 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) 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) 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) 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) 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

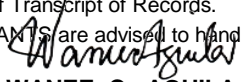
121	Architect I	13	12	26249	Bachelor's degree in Architecture	None required	None required	RA 1080		City Engineer's Office
122	Architect I	14	12	26249	Bachelor's degree in Architecture	None required	None required	RA 1080		City Engineer's Office
123	Administrative Aide I (Messenger)	23	2	12437	Elementary 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;
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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.