

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 27, 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	Project Development Officer IV	25	22	64360	Bachelor's degree relevant to the job	16 hours of relevant trainig	3 years of relevant experience	Career Service (Professional) Second Level Eligibility		City Mayor's Office
2	Planning Officer III	26	18	42053	Bachelor's degree relevant to the job	8 hours of relevant trainig	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		City Mayor's Office
3	Office Equipment Helper	27	2	12437	Must be able to read and write	None required	None required	None required (Mc 11, s.96- Cat III)		City Mayor's Office
4	Traffic Aide I	32	3	13210	High School Graduate	None required	None required	None required (Mc 11, s.96- Cat III)		City Mayor's Office
5	Administrative Aide II (Messenger)	37	2	12437	Elementary School Graduate	None required	None required	None required (Mc 11, s.96- Cat III)		City Mayor's Office
6	Administrative Aide I (Utility Worker I)	43	1	11700	Must be able to read and write	None required	None required	None required (Mc 11, s.96- Cat III)		City Mayor's Office
7	Administrative Assistant I (Computer Operator I)	48	7	16758	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Subprossional) Data Encoder (MC11,s. 96- Cat I) First Level Eligibility		City Mayor's Office
8	Administrative Aide VI (Storekeeper II)	60	6	15798	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		City Mayor's Office
9	Welder I	67	4	14027	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Welder (Mc 11, s.96- Cat I)		City Mayor's Office

10	Automotive Electrician	68	6	15798	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Electrician (Automotive) (-250 volts) (MC 11, s.96 - Cat. I)		City Mayor's Office
11	Administrative Assistant III (Motorpool Supervisor II)	71	9	19090	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		City Mayor's Office
12	Construction Maintenance Man	77	2	12437	Elementary School Graduate	None required	None required	None required (Mc 11, s.96- Cat III)		City Mayor's Office
13	Draftsman I	83	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) Draftsman or Illustrator (Mc 11, s.96 - Cat I) First Level Eligibility		City Mayor's Office
14	Engineer I (Biosystem Engineering)	87	12	26249	Bachelor's degree in Engineering relevant to the job	None required	None required	RA 1080		City Mayor's Office
15	Community Affairs Officer II	90	15	32957	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		City Mayor's Office
16	Community Affairs Officer I	91	11	24300	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility		City Mayor's Office
17	Community Affairs Assistant II	92	8	17770	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		City Mayor's Office
18	Administrative Assistant III	93	9	19090	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		City Mayor's Office
19	Administrative Assistant II	94	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 Mayor's Office
20	Driver I	96	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 Mayor's Office
21	Public Relation Officer I	98	11	24300	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility		City Mayor's Office
22	Driver I	104	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 Mayor's Office

23	Public Relation Officer I	111	11	24300	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility		City Mayor's Office
24	Public Services Assistant	114	8	17770	Completion of two years studies in college	4 hours of relevant trainig	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		City Mayor's Office
25	Supervising Computer Operator I	1	21	57597	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Computer Operator (MC 11, s.96 - Cat. I) Second Level Eligibility		CMO - Information and Communication Office (ICTO)
26	Information System Analyst II	2	16	35705	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		CMO - Information and Communication Office (ICTO)
27	Computer Programmer 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		CMO - Information and Communication Office (ICTO)
28	Computer Maintenance Technologist I	4	11	24300	Bachelor's degree in Forestry	None required	None required	Career Service (Professional) Second Level Eligibility		CMO - Information and Communication Office (ICTO)
29	City Government Department Head I	1	25	92421	Bachelor's degree	32 hours of relevant training	5 years of relevant experience	Career Service (Professional) Second Level Eligibility		CMO-Public Employment Services Office (PESO)
30	Supervising Labor and Employment Officer (PESO MANAGER)	2	22	64360	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility		CMO-Public Employment Services Office (PESO)
31	Planning Officer II	3	15	32957	Bachelor's degree relevant to the job	4 hours of relevant trainig	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		CMO-Public Employment Services Office (PESO)
32	City Government Assistant Department Head I	1	23	92421	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility		CMO-Fishing Port Operation
33	Metro Aide I	6	2	12437	Must be able to read and write	None required	None required	None required (Mc 11, s.96- Cat III)		CMO-Fishing Port Operation
34	Metro Aide I	2	2	12437	Must be able to read and write	None required	None required	None required (Mc 11, s.96- Cat III)		CMO-Fishing Port Operation
35	Market Supervisor IV	2	22	64360	Bachelor's degree	16 hours of relevant trainig	3 years of relevant experience	Career Service (Professional) Second Level Eligibility		CMO-Market Operation
36	Market Supervisor II	4	14	40459	Bachelor's degree	4 hours of relevant trainig	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		CMO-Market Operation
37	Revenue Collection Clerk I	11	5	14889	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		CMO-Market Operation
38	Administrative Aide IV (Reproduction Machine Operator II)	15	4	14027	Elementary School Graduate	None required	None required	None required (Mc 11, s.96- Cat III)		CMO-Market Operation

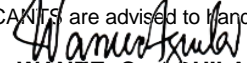
39	Lineman I	25	3	13210	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Electric Power Lineman (MC 11, s.96 - Cat I)	CMO-Market Operation
40	Metro Aide I	26	2	12437	Must be able to read and write	None required	None required	None required (Mc 11, s.96- Cat III)	CMO-Market Operation
41	Metro Aide I	35	2	12437	Must be able to read and write	None required	None required	None required (Mc 11, s.96- Cat III)	CMO-Market Operation
42	Metro Aide I	37	2	12437	Must be able to read and write	None required	None required	None required (Mc 11, s.96- Cat III)	CMO-Market Operation
43	Metro Aide I	38	2	12437	Must be able to read and write	None required	None required	None required (Mc 11, s.96- Cat III)	CMO-Market Operation
44	Metro Aide I	45	2	12437	Must be able to read and write	None required	None required	None required (Mc 11, s.96- Cat III)	CMO-Market Operation
45	Metro Aide I	46	2	12437	Must be able to read and write	None required	None required	None required (Mc 11, s.96- Cat III)	CMO-Market Operation
46	Metro Aide I	48	2	12437	Must be able to read and write	None required	None required	None required (Mc 11, s.96- Cat III)	CMO-Market Operation

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 12, 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

nrmoroxascity@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.