

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: February 12, 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	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
2	Administrative Officer IV (Administrative Officer II)	3	15	32957	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		City Administrator's Office
3	Population Program Officer I	7	11	16758	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility		City Social Welfare and Development Office
4	Youth Development Assistant I	10	5	14889	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		City Social Welfare and Development Office
5	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 Office
6	Administrative Aide IV (Clerk II)	3	4	14027	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		City Civil Registrar's Office
7	Engineer III	93	19	48486	Bachelor's degree in Engineering relevant to the job	8 hours of relevant training	2 years of relevant experience	RA 1080		City Engineer's Office
8	Engineer III	94	19	48486	Bachelor's degree in Engineering relevant to the job	8 hours of relevant training	2 years of relevant experience	RA 1080		City Engineer's Office
9	Administrative Aide IV (Bookbinder II)	95	4	19090	Elementary School Graduate	None required	None required	None required (Mc 11, s.96- Cat III)		City General Services Office
10	Administrative Aide I (Utility Worker I)	54	1	11700	Must be able to read and write	None required	None required	Career Service (Professional) Second Level Eligibility		City Treasurer's Office
11	Administrative Aide VI (Data Entry Machine Operator I)	49	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		Office of the Sangguniang Panlungsod

12	Construction & Maintenance Foreman	36	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
----	------------------------------------	----	---	-------	----------------------	------------------------------	-------------------------------	--------------------------------------	------------------------

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 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:

  
**WANE 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.