CS Form No. 9
Revised 2025

Electronic copy to be submitted to the CSC FO must be in MS Excel format

Republic of the Philippines

CGO ROXAS, CAPIZ

Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

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

WANEE C. AGUILA

City Gov't. Asst. Dept. Head I - HRMO-Designate

Date: 8/5/2026

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	Tax Mapper III	22	18	48739	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		City Assessor's Office
2	Sr. Administrative Aide VI (Data Entry Machine Operator I)	15	6	18009	Completion of 2 years studies in college (prior to 2018), or High school graduate with relevant vocational/trade course (prior to 2018, or Cmpletion of Grade 12/Senior High School under Technical-Vocational-Livelihood Track, or Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018)	None required	None required	Career Service (Subprossional) Data Encoder (MC11,s. 96- Cat I) First Level Eligibility		City Budget Office
3	Dentist IV	31	22	74254	Doctor of Dental Medicine or Dental Surgery	16 hours of relevant training	3 years of relevant experience	RA 1080		City Health Office
4	Medical Technologist II	94	15	38198	Elementary School Graduate	4 hours of relevant training	1 year of relevant experience	RA 1080		City Health Office

5	Sanitaion Inspector II	16	8	20376	Completion of 2 years studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprossional) First Level Eligibility		City Health Office
6	Nurse II	46	16	41382	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080		City Health Office
7	Revenue Collection Clerk III	19	9	22065	Completion of 2 years studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprossional) First Level Eligibility		City Treasurer's Office
8	Local Revenue Collection Officer I	27	11	28523	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility		City Treasurer's Office
9	Administrative Aide I	57	1	13358	Must be able to read and write	None required	None required	None required (Mc 11, s.96-Cat III)		City Treasurer's Office
10	Local Treasury Oprerations Officer IV	24	22	74254	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility		City Treasurer's Office
11	Administrative Aide IV (Bookbinder II)	8	4	15991	Elementary School Graduate	8 hours of relevant trainig	2 years of relevant experience	None required (Mc 11, s.96-Cat III)		Human Resource Management Office
12	Administrative Assistant IV (Bookbinder IV)	14	10	24307	Elementary School Graduate	8 hours of relevant trainig	2 years of relevant experience	None required (Mc 11, s.96-Cat III)		Human Resource Management Office
13	Administrative Officer III (Supply Officer II)	34	14	35173	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Prossional) Second Level Eligibility		Sangguniang Panlungsod Office
14	Administrative Aide IV (Bookbinder II)	43	4	15991	Elementary School Graduate	None required	None required	None required (Mc 11, s.96-Cat III)		Sangguniang Panlungsod Office
15	Welder Foreman	67	9	20065	Hign School Graduate (Prior to 2016), or Completion of Grade 10/Junior High School (starting 2016)	4 hours of relevant trainig	1 year of relevant experience	Welder (Mc 11, s.96- Cat I)		City Mayor's Office - City Equipment Pool Division
16	Construction & Maintenance Man	78	2	14179	Elementary School Graduate	None required	None required	None required (Mc 11, s.96-Cat III)		City Mayor's Office - City Equipment Pool Division
17	Construction Foreman A	78	15	38198	Hign School Graduate (Prior to 2016), or Completion of Grade 10/Junior High School (starting 2016)	16 hours of relevant training	3 years of relevant experience	None required (Mc 11, s.96-Cat III)		City Mayor's Office - City Equipment Pool Division
18	Traffic Aide I	34	3	15059	Hign School Graduate (Prior to 2016), or Completion of Grade 10/Junior High School (starting 2016)	None required	None required	None required (Mc 11, s.96-Cat III)		City Mayor's Office - Traffic Management Unit

19	Administrative Aide I (Utility Worker I)	61	1	13358	Must be able to read and write	None required	None required	None required (Mc 11, s.96-Cat III)		City General Services Office
20	Administrative Aide III (Driver I)	79	3	15059	Elementary School Graduate	None required	None required	Driver License (Mc 14, s.2018 - Cat IV)		City General Services Office
21	Administrative Aide III (Driver I)	86	3	15059	Elementary School Graduate	None required	None required	Driver License (Mc 14, s.2018 - Cat IV)		City General Services Office
22	Security Guard I	20	3	15059	Hign School Graduate (Prior to 2016), or Completion of Grade 10/Junior High School (starting 2016)	None required	None required	Security Guard License (Mc 14, s.2018- Cat IV)		City Mayot's Office - Market Operation
23	Metro Aide I	44	2	14179	Must be able to read and write	None required	None required	None required (Mc 11, s.96-Cat III)		City Mayot's Office - Market Operation
24	Project Development Officer IV	21	22	74254	Bachelor's degree relevant to the job	16 hours of relevant trainig	3 years of relevant experience	Career Service (Professional) Second Level Eligibility		City Planning and Development Office
25	Administrative Officer il (Records Officer I)	2	10	24307	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility		City Agriculture's Office
26	Construction & Maintenance Foreman	31	8	20376	Hign School Graduate (Prior to 2016), or Completion of Grade 10/Junior High School (starting 2016)	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 through an application letter addressed to the head of office. Applicants must attache the following documents to the application letter and send these to the address below not later than August 21, 2026.

1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized picture or unfiktered digital picture (CS Form No. 212, Revised 2025): digitaly signed or electrically signed :
2. Hard copy or electronic copy of Performance rating in the last rating period (if applicable);
3. Hard copy or elctronic copy of proof of eligibility/license; and
4. Hard copy or elctronic copy of Transcript of Records.

This Office highly encourages all interested and qualified applicants to apply, which include persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation.

This Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP).

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to the head of office/ human resource management office/records office, as the case may be.

WANEE C. AGUILA
City Gov't. Asst. Dept. Head I - HRMO-Designate
Roxas City Government
hrmoroxascity@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.