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

Administrative Officer v - HRMO-Designate

Date: 9/23/2026

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	Administrative Aide I (Utility Worker I)	46	1	13902	Must be able to read and write	None required	None required	None required (Mc 11, s.96-Cat III)		City Mayor's Office
2	Administrative Assistant II (Administrative Assistant)	55	8	21302	Completion of 2 years studies in college (prior to 2018), or Complition 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 Mayor's Office
3	Administrative Assistant I (Audio Visual Equipment Operator I)	56	3	15662	High School Graduate (prior to 2016), OR Completion of Grade 10/Junior High School (starting 2016) OR Completion of relevant vocational/trade course	16 hours of relevant training	3 years of relevant experience	None required (Mc 11, s.96-Cat III)		City Mayor's Office
4	Administrative Assistant I (Bookbinder III)	15	7	19868	Elementary School Graduate	None required	None required	None required (Mc 11, s.96-Cat III)		Human Resource Management Office
5	Metro Aide I	5	2	14746	Must be able to read and write	None required	None required	None required (Mc 11, s.96-Cat III)		City Mayor's Office - Libas Fishing Port
6	Administrative Assistant IV (Bookbinder IV)	41	10	25571	Elementary School Graduate	8 hours of relevant trainig	2 years of relevant experience	None required (Mc 11, s.96-Cat III)		Sangguniang Panlungsod Office
7	Administrative Aide III (Utility Worker II)	56	3	15662	Must be able to read and write	None required	None required	None required (Mc 11, s.96-Cat III)		Sangguniang Panlungsod Office

8	Sr. Administrative Assistant II (Data Entry Machine Operator IV)	65	14	36826	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)	16 hours of relevant training	3 years of relevant experience	Career Service (Subprossional) Data Encoder (MC11,s. 96- Cat I) First Level Eligibility		Sangguniang Panlungsod Office
9	Project Development Officer II	19	15	40069	Must be able to read and write	4 hours of relevant trainig	1 year of relevant experience	None required (Mc 11, s.96-Cat III)		City Planning and Development Office
10	Project Evaluation Officer IV	21	22	77706	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
11	Administrative Aide III (Driver I)	14	3	15662	Elementary School Graduate	None required	None required	Professional Driver's License (MC 14, s. 2018 - Cat. IV)		City Health Office
12	Dentist IV	31	22	77706	Doctor of Dental Medicine or Dental Surgery	16 hours of relevant training	3 years of relevant experience	RA 1080		City Health Office
13	Nurse II	46	16	43409	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080		City Health Office
14	Medical Technologist II	94	15	40069	Bachelor's degree in Medical Technologist or Bachelor of Science in Public Health	4 hours of relevant training	1 year of relevant experience	RA 1080		City Health Office
15	Sanitation Inspector II	103	8	21302	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
16	Construction & Maintenance Foreman	31	8	21302	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

17	Administrative Officer I (Records Officer I)	2	10	25571	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility		City Agriculture Office
18	Revenue Collection Clerk II	21	7	19868	Completion of 2 years studies in college (prior to 2018), or Complition of Grade 12/Senior High school (Starting 2016)	None required	None required	Career Service (Subprofessional) First Level Eligibility		City Treasurer's Office
19	Local Revenue Collection Officer I	27	11	30120	Bachelor's degree	4 hours of relevant training	1 years of relevant experience	Career Service (Professional) Second Level Eligibility		City Treasurer's Office
20	Revenue Collection Clerk II	31	7	19868	Completion of 2 years studies in college (prior to 2018), or Complition of Grade 12/Senior High school (Starting 2016)	None required	None required	Career Service (Subprofessional) First Level Eligibility		City Treasurer'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 October 9, 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.