BULLETIN OF VACANT POSITIONS IN THE GOVERNMENT

City Government of Naga

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CIVIL SERVICE COMMISSION
CAMARINES SUR FIELD OFFICE
Pili, Camarines Sur
AGENCY: City Government of Naga
POSITION (NO. OF VACANCIES): ADMINISTRATIVE OFFICER V (Records Officer III) (1 – Permanent)
Salary Grade: 18
Place of Assignment: Mayor's Office, Naga City
Item Number(s): 6
QUALIFICATION REQUIREMENTS:
Education: Bachelor's Degree.
Experience: 2 years of relevant experience.
Training: 8 hours of relevant training.
Eligibility: Career Service (Professional)
Second Level Eligibility

AGENCY: City Government of Naga
POSITION (NO. OF VACANCIES): ADMINISTRATIVE ASSISTANT I (Stenographic Reporter I) (1 – Permanent)
Salary Grade: 7
Place of Assignment: Sangguniang Panlungsod, Naga City
Item Number(s): 21
QUALIFICATION REQUIREMENTS:
Education: Completion of two (2) years studies in college.
Experience: none required.
Training: none required.
Eligibility: Career Service (Subprofessional)
First Level Eligibility

AGENCY: City Government of Naga
POSITION (NO. OF VACANCIES): LIBRARIAN IV (1 – Permanent)
Salary Grade: 22
Place of Assignment: Raul S. Roco Library
Item Number(s): 1
QUALIFICATION REQUIREMENTS:
Education: Bachelor's Degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library Science.
Experience: 3 years of relevant experience.
Training: 16 hours of relevant training.
Eligibility: RA 1080

AGENCY: City Government of Naga
POSITION (NO. OF VACANCIES): NURSING ATTENDANT (1 – Permanent)
Salary Grade: 4
Place of Assignment: Naga City Hospital
Item Number(s): 14
QUALIFICATION REQUIREMENTS:
Education: Elementary School Graduate.
Experience: none required.
Training: none required.
Eligibility: none required (MC 11, s. 96-Cat. III)

AGENCY: City Government of Naga
POSITION (NO. OF VACANCIES): COOK I (1 – Permanent)
Salary Grade: 3
Place of Assignment: Naga City Hospital
Item Number(s): 18
QUALIFICATION REQUIREMENTS:
Education: Elementary School Graduate.
Experience: none required.
Training: none required.
Eligibility: none required (MC 11, s. 96-Cat. III)

AGENCY: City Government of Naga
POSITION (NO. OF VACANCIES): MIDWIFE II (1 – Permanent)
Salary Grade: 8  Place of Assignment: Office of the City Health Officer, Naga City
Item Number(s): 24
QUALIFICATION REQUIREMENTS:
Education: Completion of the Midwifery Course.
Experience: 1 year of relevant experience.
Training: 4 hours of relevant training.
Eligibility: RA 1080

AGENCY: City Government of Naga
POSITION (NO. OF VACANCIES): MIDWIFE I (1 – Permanent)

Salary Grade: 6  Place of Assignment: Office of the City Health Officer, Naga City
Item Number(s): 45
QUALIFICATION REQUIREMENTS:
Education: Completion of the Midwifery Course.
Experience: none required.
Training: none required.
Eligibility: RA 1080

AGENCY: City Government of Naga
POSITION (NO. OF VACANCIES): TEACHER III (Pre-School) (1 – Permanent)

Salary Grade: 12  Place of Assignment: City Social Welfare and Development Office, Naga City
Item Number(s): 15
QUALIFICATION REQUIREMENTS:
Education: Bachelor’s Degree in early childhood education (BECED) or its equivalent.
Experience: none required.
Training: none required.
Eligibility: PBET/Teacher/RA 1080

AGENCY: City Government of Naga
POSITION (NO. OF VACANCIES): ADMINISTRATIVE OFFICER IV (Accountant II) (1 – Permanent)

Salary Grade: 15  Place of Assignment: Office of the City Accountant, Naga City
Item Number(s): 5
QUALIFICATION REQUIREMENTS:
Education: Bachelor’s Degree in Commerce/Business Administration major in Accounting
Experience: 1 year of relevant experience.
Training: 4 hours of relevant training.
Eligibility: RA 1080

AGENCY: City Government of Naga
POSITION (NO. OF VACANCIES): ADMINISTRATIVE ASSISTANT II (Bookkeeper I) (1 – Permanent)

Salary Grade: 8  Place of Assignment: Office of the City Accountant, Naga City
Item Number(s): 12
QUALIFICATION REQUIREMENTS:
Education: Completion of two years studies in college.
Experience: none required.
Training: none required.
Eligibility: Career Service (Subprofessional)
First Level Eligibility

AGENCY: City Government of Naga
POSITION (NO. OF VACANCIES): STATISTICIAN I (1 – Permanent)

Salary Grade: 11  Place of Assignment: Office of the City Assessor, Naga City
Item Number(s): 16
QUALIFICATION REQUIREMENTS:
Education: Bachelor’s Degree relevant to the job.
Experience: none required.
Training: none required.
Eligibility: Career Service (Professional)

AGENCY: City Government of Naga

POSITION (NO. OF VACANCIES): ASSESSMENT CLERK I (1 – Permanent)
Salary Grade: 4
Place of Assignment: Office of the City Assessor, Naga City
Item Number(s): 17

QUALIFICATION REQUIREMENTS:
Education: Completion of two years studies in college.
Experience: none required.
Training: none required.
Eligibility: Career Service (Subprofessional)

AGENCY: City Government of Naga

POSITION (NO. OF VACANCIES): LOCAL TREASURY OPERATIONS OFFICER II (1 – Permanent)
Salary Grade: 15
Place of Assignment: Office of the City Treasurer, Naga City
Item Number(s): 6

QUALIFICATION REQUIREMENTS:
Education: Bachelor's Degree.
Experience: 1 year of relevant experience.
Training: 4 hours of relevant training
Eligibility: Career Service (Professional)

AGENCY: City Government of Naga

POSITION (NO. OF VACANCIES): LOCAL REVENUE COLLECTION OFFICER I (1 – Permanent)
Salary Grade: 11
Place of Assignment: Office of the City Treasurer, Naga City
Item Number(s): 27

QUALIFICATION REQUIREMENTS:
Education: Completion of two years studies in college.
Experience: none required.
Training: none required.
Eligibility: Career Service (Professional)

AGENCY: City Government of Naga

POSITION (NO. OF VACANCIES): CITY GOVERNMENT DEPARTMENT HEAD I (GSO I) (1 – Permanent)
Salary Grade: 25
Place of Assignment: Office of the General Services, Naga City
Item Number(s): 1

QUALIFICATION REQUIREMENTS:
Education: Bachelor's Degree.
Experience: 5 years in positions/s involving management and supervision.
Training: 32 hours of training in management and supervision.
Eligibility: Career Service (Professional)

AGENCY: City Government of Naga

POSITION (NO. OF VACANCIES): BARANGAY HEALTH AIDE (1 – Permanent)
Salary Grade: 4
Place of Assignment: City Population and Nutrition Office, Naga City
Item Number(s): 9

QUALIFICATION REQUIREMENTS:
Education: High School Graduate.
Experience: none required.
Training: none required.
Eligibility: none required (MC 11, s. 96-Cat. III)
AGENCY: City Government of Naga  
POSITION (NO. OF VACANCIES): ADMINISTRATIVE AIDE IV (Clerk II) (1 – Permanent)

Salary Grade: 4  
Place of Assignment: Urban Poor Affairs Office, Naga City  
Item Number(s): 5

QUALIFICATION REQUIREMENTS:
Education: Completion of two years studies in college.  
Experience: none required.  
Training: none required.  
Eligibility: Career Service (Subprofessional)  
First Level Eligibility

AGENCY: City Government of Naga  
POSITION (NO. OF VACANCIES): ELECTRONICS & COMM. EQUIPMENT TECHNICAIN III (1 – Permanent)

Salary Grade: 11  
Place of Assignment: EDP, Naga City  
Item Number(s): 3

QUALIFICATION REQUIREMENTS:
Education: Completion of two years studies in college or High School Graduate with relevant vocational/trade course  
Experience: 2 years of relevant experience.  
Training: 8 hours of relevant training.  
Eligibility: Career Service (Subprofessional)  
Electronics Equipment Technician  
(MC 11, s. 96-Cat. II)  
First Level Eligibility

AGENCY: City Government of Naga  
POSITION (NO. OF VACANCIES): METRO AIDE I (2 – Permanent)

Salary Grade: 2  
Place of Assignment: City ENRO, Naga City  
Item Number(s): 32 and 34

QUALIFICATION REQUIREMENTS:
Education: Must be able to read and write.  
Experience: none required.  
Training: none required.  
Eligibility: none required  
(MC II, s. 96-Cat. III)

AGENCY: City Government of Naga  
POSITION (NO. OF VACANCIES): METRO AIDE II (2 – Permanent)

Salary Grade: 4  
Place of Assignment: City ENRO, Naga City  
Item Number(s): 27 and 30

QUALIFICATION REQUIREMENTS:
Education: Must be able to read and write.  
Experience: none required.  
Training: none required.  
Eligibility: none required  
(MC II, s. 96-Cat. III)

AGENCY: City Government of Naga  
POSITION (NO. OF VACANCIES): METRO AIDE I (2 – Permanent)
<table>
<thead>
<tr>
<th>Position</th>
<th>No. of Vacancies</th>
<th>Salary Grade</th>
<th>Place of Assignment</th>
<th>Item Number(s)</th>
<th>Qualification Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>REVENUE COLLECTION CLERK II</td>
<td>1 – Permanent</td>
<td>2</td>
<td>Market, Naga City</td>
<td>20 and 21</td>
<td>Education: Must be able to read and write. Experience: none required. Training: none required. Eligibility: none required (MC II, s. 96-Cat. III)</td>
</tr>
<tr>
<td>ADMINISTRATIVE ASSISTANT II (Budgeting Asst.)</td>
<td>1 – Permanent</td>
<td>7</td>
<td>Market Office, Naga City</td>
<td>4</td>
<td>Education: Completion of two years studies in college. Experience: none required. Training: none required. Eligibility: Career Service (Subprofessional) First Level Eligibility</td>
</tr>
<tr>
<td>ADMINISTRATIVE AIDE III (Driver I)</td>
<td>1 – Permanent</td>
<td>3</td>
<td>Office of the City Budget Officer, Naga City</td>
<td>12</td>
<td>Education: Elementary School Graduate. Experience: none required. Training: none required. Eligibility: Driver’s License (MC 11, s. 96-Cat. III)</td>
</tr>
<tr>
<td>ADMINISTRATIVE AIDE I (Utility Worker I)</td>
<td>1 – Permanent</td>
<td>1</td>
<td>City HRMO, Naga City</td>
<td>9</td>
<td>Education: Must be able to read and write. Experience: none required. Training: none required. Eligibility: none required (MC II, s. 96-Cat. III)</td>
</tr>
<tr>
<td>ADMINISTRATIVE AIDE IV (Clerk II)</td>
<td>1 – Permanent</td>
<td>4</td>
<td>City HRMO, Naga City</td>
<td>7</td>
<td></td>
</tr>
</tbody>
</table>
AGENCY: City Government of Naga

POSITION (NO. OF VACANCIES): CITY GOVT. DEPARTMENT HEAD I (City Agriculturist I) (1 – Permanent)

Salary Grade: 25  
Place of Assignment: Office of the City Agriculturist, Naga City

QUALIFICATION REQUIREMENTS:

Education: Bachelor’s Degree.
Experience: 5 years in positions/s involving management and supervision.
Training: 32 hours of training in management and supervision.
Eligibility: Career Service (Professional))

Second Level Eligibility

AGENCY: City Government of Naga

POSITION (NO. OF VACANCIES): AGRICULTURAL TECHNOLOGIST (1 – Permanent)

Salary Grade: 10  
Place of Assignment: Office of the City Agriculturist, Naga City

QUALIFICATION REQUIREMENTS:

Education: Bachelor’s degree relevant to the job.
Experience: none required.
Training: none required.
Eligibility: Career Service (Professional))

Second Level Eligibility

AGENCY: City Government of Naga

POSITION (NO. OF VACANCIES): CONSTRUCTION & MAINTENANCE MAN (2 – Permanent)

Salary Grade: 2  
Place of Assignment: Office of the City Engineer, Naga City

QUALIFICATION REQUIREMENTS:

Education: Elementary School Graduate.
Experience: none required.
Training: none required.
Eligibility: none required  
(MC II, s. 96-Cat. III)

AGENCY: City Government of Naga

POSITION (NO. OF VACANCIES): Administrative Aide III (Mechanic I) (1 – Permanent)

Salary Grade: 4  
Place of Assignment: Office of the City Engineer, Naga City

QUALIFICATION REQUIREMENTS:

Education: High School Graduate or Completion of relevant vocational/trade course.
Experience: none required.
Training: none required.
Eligibility: Mechanic  
(MC II, s. 96-Cat. III)

AGENCY: City Government of Naga

POSITION (NO. OF VACANCIES): CREDIT OFFICER II (1 – Permanent)

Salary Grade: 11  
Place of Assignment: Metro PESO, Naga City

QUALIFICATION REQUIREMENTS:

Education: Bachelor’s Degree.
AGENCY: City Government of Naga

POSITION (NO. OF VACANCIES): REGISTRATION OFFICER III (1 – Permanent)
Salary Grade: 18  Place of Assignment: City Civil Registrar’s Office, Naga City
Item Number(s): 4

QUALIFICATION REQUIREMENTS:
Education: Bachelor’s Degree.
Experience: 2 years of relevant experience.
Training: 8 hours of relevant training.
Eligibility: Career Service (Professional)
Second level Eligibility

AGENCY: City Government of Naga

POSITION (NO. OF VACANCIES): ADMINISTRATIVE OFFICER I (Records Officer I) (1 – Permanent)
Salary Grade: 10  Place of Assignment: Office of the City Legal Officer, Naga City
Item Number(s): 4

QUALIFICATION REQUIREMENTS:
Education: Bachelor’s Degree.
Experience: None required.
Training: None required.
Eligibility: Career Service (Professional)
Second level Eligibility

AGENCY: City Government of Naga

POSITION (NO. OF VACANCIES): LEGAL ASSISTANT II (1 – Permanent)
Salary Grade: 12  Place of Assignment: Office of the City Legal Officer, Naga City
Item Number(s): 3

QUALIFICATION REQUIREMENTS:
Education: Bachelor’s Degree.
Experience: None required.
Training: None required.
Eligibility: Career Service (Professional)
Second level Eligibility

AGENCY: City Government of Naga

POSITION (NO. OF VACANCIES): MECHANICAL PLANT OPERATOR I (1 – Permanent)
Salary Grade: 4  Place of Assignment: Office of the Naga City Abattoir, Naga City
Item Number(s): 5

QUALIFICATION REQUIREMENTS:
Education: High School Graduate or Completion of relevant vocational/trade course.
Experience: None required.
Training: None required.
Eligibility: None required
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(MC 11, s96- Cat. III)

AGENCY: City Government of Naga
POSITION (NO. OF VACANCIES): ADMINISTRATIVE AIDE I (Data Controller I) (1 – Permanent)
Salary Grade: 6
Place of Assignment: Lingkod Barangay, Naga City
Item Number(s): 3
QUALIFICATION REQUIREMENTS:
Education: Completion of two years studies in college or High School Graduate with relevant vocational/trade course.
Experience: None required.
Training: None required.
Eligibility: Career Service (Subprofessional)

AGENCY: City Government of Naga
POSITION (NO. OF VACANCIES): SUPVG. ADM. OFFR. (Public Relations Officer IV) (1 – Permanent)
Salary Grade: 22
Place of Assignment: Lingkod Barangay, Naga City
Item Number(s): 1
QUALIFICATION REQUIREMENTS:
Education: Bachelor's Degree.
Experience: 3 years of relevant experience.
Training: 16 hours of relevant training.
Eligibility: Career Service (Professional)

AGENCY: City Government of Naga
POSITION (NO. OF VACANCIES): MEAT INSPECTOR I (1 – Permanent)
Salary Grade: 6
Place of Assignment: Office of the City Veterinarian, Naga City
Item Number(s): 5
QUALIFICATION REQUIREMENTS:
Education: Completion of two years studies in College.
Experience: None required.
Training: None required.
Eligibility: Career Service (Subprofessional)

AGENCY: City Government of Naga
POSITION (NO. OF VACANCIES): ADMINISTRATIVE AIDE III (Clerk I) (1 – Permanent)
Salary Grade: 3
Place of Assignment: Office of the City Veterinarian, Naga City
Item Number(s): 8
QUALIFICATION REQUIREMENTS:
Education: Completion of two years studies in College.
Experience: None required.
Training: None required.
Eligibility: Career Service (Subprofessional)