

**Republic of the Philippines
CITY GOVERNMENT OF MALAYBALAY
Request for Publication of Vacant Positions**

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions, which are authorized to be filled, at the City Government of Malaybalay in the CSC website:

MAGNOLIA O. IMPROGO
City Government Department Head I (HRMO)

Date: August 16, 2024

No.	Position Title	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Assistant III (Computer Operator II)	5	9	22,219.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) Data Encoder (MC 6, s. 2010) First Level Eligibility	-	City Mayor's Office (Procurement Support Section)
2	Administrative Officer V (Administrative Officer III)	12	18	49,015.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	-	City Mayor's Office (Procurement Support Section Procurement Unit-C)
3	Musician	23	5	17,205.00	High School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)	-	City Mayor's Office (Special Support Services Division City Band)
4	Administrative Aide IV (Clerk II)	30	4	16,209.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	-	City Mayor's Office (Community Affairs Division Administrative Support Unit)
5	Community Affairs Assistant I	33	5	17,205.00	Completion of two years Studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	-	City Mayor's Office (Community Affairs Division Community Relations and Barangay Affairs Section)

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6	Senior Tourism Operations Officer	48	18	49,015.00	Bachelor's degree in tourism, business, law, economics, marketing, public administration or other related fields	8 hours of relevant training on tourism or DOT specific and mandatory trainings such as but not limited to the following: *Tourism Awareness and Capability Building Seminar for LGUs *Seminar on Disaster Risk Reduction and Management *Basic Tourism Statistics Training (BTST) *Local Tourism Guidebook Orientation and; *Seminar on Gender and Development Orientation	2 years of work experience and involvement in the tourism industry either in the private sector or the government	Career Service (Professional) Second Level Eligibility	-	City Mayor's Office (Planning, Research and Information Management Division Tourism Promotion Section)
7	Administrative Assistant II (Clerk IV)	49	8	20,534.00	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 (Planning, Research and Information Management Division Tourism Promotion Section)
8	Administrative Aide III (Driver I)	50	3	15,265.00	Elementary School Graduate	None required	None required	Professional Driver's License (MC 10, s. 2013 - Cat. IV)	-	City Mayor's Office (Local Economic Investments Promotion Division Tourism Promotion Section)
9	Engineer III	68	19	53,873.00	Bachelor's degree in Engineering relevant to the job	8 hours of relevant training	2 years of relevant experience	RA 1080	-	City Mayor's Office (Agricultural and Biosystems Engineering Division Engineering Plans, Designs and Specification Section)
10	Administrative Aide IV (Clerk II)	6	4	16,209.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	-	City Human Resource Management Office (Personnel Administration Division Recruitment and Selection/Records Management Section)
11	Planning Officer IV	15	22	74,836.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	-	City Planning and Development Office (Planning Programming and Zoning Administration Division)
12	Project Development Officer II	20	15	38,413.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	-	City Planning and Development Office (Planning Programming and Zoning Administration Division Investment and Programming Section)
13	Administrative Aide III (Clerk I)	9	3	15,265.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	-	City Civil Registrar's Office (Registration Division Birth and Death Section)

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14	Administrative Aide IV (Clerk II)	19	4	16,209.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	-	City Civil Registrar's Office (Records Division Research Section)
15	Watchman I	25	2	14,372.00	Elementary School Graduate	None required	None required	None required (MC 10, s.2013 - Cat. III)	-	City General Services Office (Maintenance and Public Services Division)
16	Watchman I	26	2	14,372.00	Elementary School Graduate	None required	None required	None required (MC 10, s.2013 - Cat. III)	-	City General Services Office (Maintenance and Public Services Division)
17	Administrative Assistant II (Budgeting Assistant)	12	8	20,534.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	-	City Budget Office (City Budget Operations Division City Budget Preparation Section)
18	Administrative Assistant II (Budgeting Assistant)	21	8	20,534.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	-	City Budget Office (Barangay Budget Operations Division Barangay Budget Execution and Accountability Section)
19	Accountant III	8	19	53,873.00	Bachelor's degree in Commerce/Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience	RA 1080	-	City Accountant's Office (City Financial Accounting Services Division City Financial Accounts Section)
20	Administrative Assistant III (Senior Bookkeeper)	11	9	22,219.00	Completion of two year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	-	City Accountant's Office (City Financial Accounting Services Division City Financial Accounts Section)
21	Administrative Aide IV (Accounting Clerk I)	14	4	16,209.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	-	City Accountant's Office (City Financial Accounting Services Division City Financial Accounts Section)
22	Administrative Assistant II (Accounting Clerk III)	15	8	20,534.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	-	City Accountant's Office (City Financial Accounting Services Division City Subsidiary/Recap Section)
23	Administrative Aide IV (Clerk II)	16	4	16,209.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	-	City Accountant's Office (City Financial Accounting Services Division City Subsidiary/Recap Section)
24	Administrative Officer V (Management and Audit Analyst III)	27	18	49,015.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	-	City Accountant's Office (Financial Auditing Services Division City Financial Accountants Section)
25	Administrative Officer IV (Management and Audit Analyst II)	28	15	38,413.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	-	City Accountant's Office (Financial Auditing Services Division City Financial Accountants Section)

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26	Administrative Officer II (Management and Audit Analyst I)	29	11	28,512.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	-	City Accountant's Office (Financial Auditing Services Division City Financial Accountants Section)
27	Laboratory Technician I	32	6	18,255.00	Completion of two years studies in college	None required	None required	Laboratory Technician (MC 10, s. 2013-Cat. II)	-	City Accountant's Office (Financial Auditing Services Division City Financial Accountants Section)
28	Revenue Collection Clerk I	15	5	17,205.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	-	City Treasurer's Office (Revenue Generation Division Collection Section Business Unit)
29	Revenue Collection Clerk II	20	7	19,365.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	-	City Treasurer's Office (Revenue Generation Division Collection Section Real Property Unit)
30	Administrative Aide IV (Driver II)	3	4	16,209.00	Elementary School Graduate	None required	None required	Professional Driver's License (MC 10, s. 2013 - Cat. IV)	-	City Assessor's Office (Administrative Support Unit)
31	Administrative Aide III (Clerk I)	5	3	15,265.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	-	City Assessor's Office (Administrative Support Unit)
32	Tax Mapper III	20	18	49,015.00	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 (Tax Mapping Operations Division Maintenance Section)
33	Tax Mapper III	23	18	49,015.00	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 (Tax Mapping Operations Division Field Operations Section)
34	Tax Mapping Aide	25	4	16,209.00	High School Graduate or Completion of relevant vocational/ trade course	None required	None required	None required (MC 10, s. 2013 - Cat. III)	-	City Assessor's Office (Tax Mapping Operations Division Field Operations Section)
35	Legal Aide	3	5	17,205.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	-	City Legal Office (Administrative Support Section)
36	Legal Assistant I	7	10	24,381.00	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	None required	None required	Career Service (Professional) Second Level Eligibility	-	City Legal Office (Research, Investigation and Legal Assistance Division)
37	Administrative Aide IV (Clerk II)	5	4	16,209.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	-	City Agriculture Office (Administrative Support Unit)

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
38	Administrative Aide IV (Driver II)	7	4	16,209.00	Elementary School Graduate	None required	None required	Professional Driver's License (MC 10, s. 2013 - Cat. IV)	-	City Agriculture Office (Administrative Support Unit)
39	Supervising Agriculturist	11	22	74,836.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology, and Veterinary Medicine	16 hours of relevant training	3 years of relevant experience	Relevant RA 1080	-	City Agriculture Office (Planning, Monitoring and Evaluation Division)
40	Agriculturist II	14	15	38,413.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology, and Veterinary Medicine	4 hours of relevant training	1 year of relevant experience	Relevant RA 1080	-	City Agriculture Office (Planning, Monitoring and Evaluation Division Monitoring and Evaluation Section)
41	Agriculturist II	29	15	38,413.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology, and Veterinary Medicine	4 hours of relevant training	1 year of relevant experience	Relevant RA 1080	-	City Agriculture Office (Field Operations Division Crop Section)
42	Agriculturist II	35	15	38,413.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology, and Veterinary Medicine	4 hours of relevant training	1 year of relevant experience	Relevant RA 1080	-	City Agriculture Office (Field Operations Division Crop Section)
43	Agriculturist II	36	15	38,413.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology, and Veterinary Medicine	4 hours of relevant training	1 year of relevant experience	Relevant RA 1080	-	City Agriculture Office (Field Operations Division Crop Section)
44	Agriculturist II	38	15	38,413.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology, and Veterinary Medicine	4 hours of relevant training	1 year of relevant experience	Relevant RA 1080	-	City Agriculture Office (Field Operations Division Crop Section)
45	Farm Worker II	42	4	16,209.00	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)	-	City Agriculture Office (Field Operations Division Crop Section)

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46	Agriculturist II	44	15	38,413.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology, and Veterinary Medicine	4 hours of relevant training	1 year of relevant experience	Relevant RA 1080	-	City Agriculture Office (Field Operations Division Institutional Development Section)
47	Agriculturist II	49	15	38,413.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology, and Veterinary Medicine	4 hours of relevant training	1 year of relevant experience	Relevant RA 1080	-	City Agriculture Office (Field Operations Division Agricultural Integrated Laboratories Section City Soil Testing Laboratory Unit)
48	Administrative Aide III (Utility Worker II)	2	3	15,265.00	Must be able to read and write	None required	None required	None required (MC 10, s.2013 - Cat. III)	-	City Veterinary Office (Administrative Support Unit)
49	Livestock Inspector II	8	8	20,534.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	-	City Veterinary Office (Animal Welfare and Contagious Disease Division Animal Welfare Rescue and Birth Control Section)
50	Veterinarian III	20	19	53,873.00	Doctor of Veterinary Medicine	8 hours of relevant training	2 years of relevant experience	RA 1080	-	City Veterinary Office (Meat Inspection Services Division Ante-Mortem Section)
51	Veterinarian III	23	19	53,873.00	Doctor of Veterinary Medicine	8 hours of relevant training	2 years of relevant experience	RA 1080	-	City Veterinary Office (Meat Inspection Services Division Post-Mortem Section)
52	Meat Inspector II	26	8	20,534.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	-	City Veterinary Office (Meat Inspection Services Division Post-Mortem Section)
53	Senior Environmental Management Specialist	7	18	49,015.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	-	City Environment and Natural Resources Office (Environmental Management Division Solid Waste Management Section)
54	Community Development Assistant I	20	7	19,365.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	-	City Environment and Natural Resources Office (Environmental Management Division Solid Waste Management Section)
55	Administrative Aide IV (Driver II)	10	4	16,209.00	Elementary School Graduate	None required	None required	Professional Driver's License (MC 10, s. 2013 - Cat. IV)	-	City Engineering Office (Administrative Support Unit)

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56	Engineer I	13	12	30,705.00	Bachelor's degree in Engineering relevant to the job	None required	None required	RA 1080	-	City Engineering Office (Materials Quality Control and Monitoring Division)
57	Engineer III	16	19	53,873.00	Bachelor's degree in Engineering relevant to the job	8 hours of relevant training	2 years of relevant experience	RA 1080	-	City Engineering Office (Planning, Design and Programming Division Programming Section)
58	Engineer I	19	12	30,705.00	Bachelor's degree in Engineering relevant to the job	None required	None required	RA 1080	-	City Engineering Office (Planning, Design and Programming Division Programming Section)
59	Draftsman I	23	6	18,255.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Draftsman (MC 10, s. 2013 - Cat. II)	-	City Engineering Office (Planning, Design and Programming Division Design and Architectural Section)
60	Engineer I	25	12	30,705.00	Bachelor's degree in Engineering relevant to the job	None required	None required	RA 1080	-	City Engineering Office (Planning, Design and Programming Division Survey Section)
61	Engineer II	29	16	41,616.00	Bachelor's degree in Engineering relevant to the job	4 hours of relevant training	1 year of relevant experience	RA 1080	-	City Engineering Office (Planning, Design and Programming Division Roads and Bridges Section)
62	Engineer II	33	16	41,616.00	Bachelor's degree in Engineering relevant to the job	4 hours of relevant training	1 year of relevant experience	RA 1080	-	City Engineering Office (Construction Division Building Section)
63	Draftsman III	34	11	28,512.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Draftsman (MC 10, s. 2013 - Cat. II)	-	City Engineering Office (Construction Division Building Section)
64	Draftsman II	40	8	20,534.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Draftsman (MC 10, s. 2013 - Cat. II)	-	City Engineering Office (Maintenance Division Roads and Bridges Section)
65	Heavy Equipment Operator II	41	6	18,255.00	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Heavy Equipment Operator (MC 10, s. 2013-Cat. II)	-	City Engineering Office (Maintenance Division Roads and Bridges Section)
66	Heavy Equipment Operator II	43	6	18,255.00	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Heavy Equipment Operator (MC 10, s. 2013-Cat. II)	-	City Engineering Office (Maintenance Division Roads and Bridges Section)

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67	Heavy Equipment Operator II	45	6	18,255.00	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Heavy Equipment Operator (MC 10, s. 2013-Cat. II)	-	City Engineering Office (Maintenance Division Roads and Bridges Section)
68	Administrative Aide IV (Driver II)	49	4	16,209.00	Elementary School Graduate	None required	None required	Professional Driver's License (MC 10, s. 2013 - Cat. IV)	-	City Engineering Office (Maintenance Division Roads and Bridges Section)
69	Administrative Aide III (Laborer II)	57	3	15,265.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013 - Cat. III)	-	City Engineering Office (Maintenance Division Roads and Bridges Section)
70	Administrative Aide III (Laborer II)	58	3	15,265.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013 - Cat. III)	-	City Engineering Office (Maintenance Division Roads and Bridges Section)
71	Administrative Aide III (Laborer II)	59	3	15,265.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013 - Cat. III)	-	City Engineering Office (Maintenance Division Roads and Bridges Section)
72	Administrative Assistant IV (Carpenter General Foreman)	64	10	24,381.00	High School Graduate or Completion of relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Carpenter (MC 10, s. 2013 - Cat II)	-	City Engineering Office (Maintenance Division Building Section)
73	Administrative Assistant II (Carpenter Foreman)	65	8	20,534.00	High School Graduate or Completion of relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Carpenter (MC 10, s. 2013 - Cat II)	-	City Engineering Office (Maintenance Division Building Section)
74	Pharmacist I	9	11	28,512.00	Bachelor's degree in Pharmacy	None required	None required	RA 1080	-	City Health Office (Health Education and Promotion Division Pharmacy Unit)
75	Dentist I	29	14	35,434.00	Doctor of Dental Medicine or Dental Surgery	None required	None required	RA 1080	-	City Health Office (Non-Communicable Diseases Division Dental Section)
76	Midwife II	50	11	28,512.00	Completion of the Midwifery Course	4 hours of relevant training	1 year of relevant experience	RA 1080	-	City Health Office (Non-Communicable Diseases Division Maternal Child Health/Reproductive Health Section)
77	Midwife II	62	11	28,512.00	Completion of the Midwifery Course	4 hours of relevant training	1 year of relevant experience	RA 1080	-	City Health Office (Non-Communicable Diseases Division Maternal Child Health/Reproductive Health Section)

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78	Midwife II	63	11	28,512.00	Completion of the Midwifery Course	4 hours of relevant training	1 year of relevant experience	RA 1080	-	City Health Office (Non-Communicable Diseases Division Maternal Child Health/Reproductive Health Section)
79	Midwife II	64	11	28,512.00	Completion of the Midwifery Course	4 hours of relevant training	1 year of relevant experience	RA 1080	-	City Health Office (Non-Communicable Diseases Division Maternal Child Health/Reproductive Health Section)
80	Midwife II	65	11	28,512.00	Completion of the Midwifery Course	4 hours of relevant training	1 year of relevant experience	RA 1080	-	City Health Office (Non-Communicable Diseases Division Maternal Child Health/Reproductive Health Section)
81	Statistician Aide	66	4	16,209.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	-	City Health Office (Non-Communicable Diseases Division Maternal Child Health/Reproductive Health Section)
82	Administrative Officer V (Supply Officer III)	2	18	49,015.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	-	City Social Welfare and Development Office (Administrative Support Section)
83	Administrative Aide III (Driver I)	9	3	15,265.00	Elementary School Graduate	None required	None required	Professional Driver's License (MC 10, s. 2013 - Cat. IV)	-	City Social Welfare and Development Office (Administrative Support Section)
84	Social Welfare Officer I	32	11	28,512.00	Bachelor's degree in Social Work	None required	None required	RA 1080 (Social Worker)	-	City Social Welfare and Development Office (Socio Economic Services Division Family and Special Groups Section)
85	Social Welfare Assistant	34	8	20,534.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	-	City Social Welfare and Development Office (Socio Economic Services Division Family and Special Groups Section)
86	Local Disaster Risk Reduction and Management Assistant	4	8	20,534.00	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience on DRRM	Career Service (Subprofessional) First Level Eligibility	-	City Disaster Risk Reduction and Management Office (Research and Planning Division Research Section)
87	Special Operations Officer III	10	18	49,015.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	-	City Disaster Risk Reduction and Management Office (Operations and Warning Division Communication and Command Central Section)
88	Administrative Officer V (Records Officer III)	2	18	49,015.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	-	City Economic Enterprise Development and Management Office (Administrative Support Section)

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89	Administrative Officer III (Records Officer II)	3	14	35,434.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	-	City Economic Enterprise Development and Management Office (Administrative Support Section)
90	Administrative Aide III (Utility Worker II)	28	3	15,265.00	Must be able to read and write	None required	None required	None required (MC 10, s.2013 - Cat. III)	-	City Economic Enterprise Development and Management Office (Enterprise Management Division Market Section)
91	Administrative Aide I (Utility Worker I)	35	1	13,530.00	Must be able to read and write	None required	None required	None required (MC 10, s.2013 - Cat. III)	-	City Economic Enterprise Development and Management Office (Enterprise Management Division Market Section)
92	Administrative Aide III (Utility Worker II)	41	3	15,265.00	Must be able to read and write	None required	None required	None required (MC 10, s.2013 - Cat. III)	-	City Economic Enterprise Development and Management Office (Enterprise Management Division Terminal Section)

** Nothing Follows **

Instructions/Remarks:

"This Office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE)."

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 August 31, 2024.

Documents:

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:

MAGNOLIA O. IMPROGO
 City Government Department Head I (HRMO)
 LGU-MALAYBALAY CITY
<https://bit.ly/4thtranche-citygovernmentofmalaybalay>

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.