

BULLETIN
OF
VACANT POSITIONS
IN THE
GOVERNMENT

City Government of Naga

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BULLETIN OF VACANT POSITIONS IN THE GOVERNMENT

REGION 5 -Province of Camarines Sur

Date of Release: August 15, 2009

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)
Second Level Eligibility

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)
First Level Eligibility

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)
Second Level Eligibility

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)
Second Level Eligibility

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)
Second Level Eligibility

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)

Salary Grade: 2 Place of Assignment: Market, Naga City

Item Number(s): 20 and 21

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): REVENUE COLLECTION CLERK II (1 – Permanent)

Salary Grade: 7 Place of Assignment: Market Office, Naga City

Item Number(s): 4

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): ADMINISTRATIVE ASSISTANT II (Budgeting Asst.) (1 – Permanent)

Salary Grade: 8 Place of Assignment: Office of the City Budget Officer, Naga City

Item Number(s): 7

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): ADMINISTRATIVE AIDE III (Driver I) (1 – Permanent)

Salary Grade: 3 Place of Assignment: Office of the City Budget Officer, Naga City

Item Number(s): 12

QUALIFICATION REQUIREMENTS:

Education: Elementary School Graduate.
Experience: none required.
Training: none required.
Eligibility: Driver's License
 (MC 11, s. 96-Cat. III)

AGENCY: City Government of Naga

POSITION (NO. OF VACANCIES): ADMINISTRATIVE AIDE I (Utility Worker I) (1 – Permanent)

Salary Grade: 1 Place of Assignment: City HRMO, Naga City

Item Number(s): 9

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): ADMINISTRATIVE AIDE IV (Clerk II) (1 – Permanent)

Salary Grade: 4 Place of Assignment: City HRMO, Naga City

Item Number(s): 7

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): CITY GOV'T. DEPARTMENT HEAD I (City Agriculturist I) (1 – Permanent)

Salary Grade: 25 Place of Assignment: Office of the City Agriculturist, 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)
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
Item Number(s): 14 and 15

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
Item Number(s): 21 and 61

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
Item Number(s): 74

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
Item Number(s): 10

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): 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
(-50 hp)
(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)
Data Encoder
(MC 11, s96- Cat. III)
First level Eligibility

AGENCY: City Government of Naga
POSITION (NO. OF VACANCIES): SUPV.G. 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)
Second level Eligibility

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)
First level Eligibility

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)
First level Eligibility