

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: November 15, 2009

AGENCY: City Government of Naga

POSITION (NO. OF VACANCIES): SUPERVISING ADMINISTRATIVE OFFR. (Information Officer IV) (1 – Permanent)

Salary Grade: 22

Place of Assignment: Mayor's Office, Naga City

Item Number(s): 4

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): REGISTRATION OFFICER I (1 - Permanent)

Salary Grade: 10

Place of Assignment: City Civil Registrar's Office, Naga City

Item Number(s): 5

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): SUPERVISING ADMINISTRATIVE OFFICER (Supply Offr. IV) (1- Permanent)

Salary Grade: 22

Place of Assignment: Office of the General Services, Naga City

Item Number(s): 2

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): ADMINISTRATIVE OFFICER IV (Accountant II) (1 – Permanent)

Salary Grade: 15

Place of Assignment: City Accountant's Office, 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 AIDE IV (Budgeting Aide) (1 – Permanent)
Salary Grade: 4 Place of Assignment: Office of the City Budget Officer, Naga City
Item Number(s): 10

QUALIFICATION REQUIREMENTS:

Education: Completion of two years studies in college
Experience: none required.
Training: none required.
Eligibility: Career Service (Sub-professional)
First Level Eligibility

AGENCY: City Government of Naga
POSITION (NO. OF VACANCIES): CITY GOVERNMENT DEPARTMENT HEAD I (City Treasurer I) (1 – Permanent)

Salary Grade: 25 Place of Assignment: Office of the City Treasurer, Naga City
Item Number(s): 1

QUALIFICATION REQUIREMENTS:

Education: Bachelor's Degree.
Experience: 5 years in position/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): LOCAL TREASURY OPERATIONS OFFICER I (1 – Permanent)

Salary Grade: 11 Place of Assignment: Office of the City Treasurer, Naga City
Item Number(s): 7

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

Salary Grade: 4 Place of Assignment: Office of the City Treasurer, Naga City
Item Number(s): 9

QUALIFICATION REQUIREMENTS:

Education: Completion of two years of college studies.
Experience: none required.
Training: none required.
Eligibility: Career Service (Sub-Professional)
First Level Eligibility

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

Salary Grade: 14 Place of Assignment: Office of the City Treasurer, Naga City
Item Number(s): 17

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): COMPUTER FILE LIBRARIAN I (1 – Permanent)

Salary Grade: 8 Place of Assignment: Raul S. Roco Library, 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): COMPUTER OPERATOR I (1 – Permanent)

Salary Grade: 7 Place of Assignment: Raul S. Roco Library, Naga City
Item Number(s): 11

QUALIFICATION REQUIREMENTS:

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

AGENCY: City Government of Naga
POSITION (NO. OF VACANCIES): ADMINISTRATIVE AIDE VI (Clerk III) (1 – Permanent)

Salary Grade: 6 Place of Assignment: Office of the City Legal Officer, 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): MIDWIFE I (1 – Permanent)

Salary Grade: 9 Place of Assignment: Office of the City Health Officer, Naga City
Item Number(s): 46

QUALIFICATION REQUIREMENTS:

Education: Completion of Midwifery Course.
Experience: none
Training: none
Eligibility: RA 1080
Second Level Eligibility

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

Salary Grade: 12 Place of Assignment: City Social Welfare and Development Office, Naga City
Item Number(s): 13

QUALIFICATION REQUIREMENTS:

Education: Bachelor's degree in early childhood education (BECED) or its equivalent.
Experience: none required.
Training: none required.
Eligibility: PBET/Teacher/RA1080

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 Agriculturist, Naga City
Item Number(s): 6

QUALIFICATION REQUIREMENTS:

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

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

Salary Grade: 5 Place of Assignment: Market Office, Naga City
Item Number(s): 7

QUALIFICATION REQUIREMENTS:

Education: Completion of two years college studies.
Experience: none required.
Training: none required.
Eligibility: Career Service (Sub-professional)
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: Lingkod Barangay Office, Naga City
Item Number(s): 2

QUALIFICATION REQUIREMENTS:

Education: Completion of two years studies in college.
Experience: none required.
Training: none required.
Eligibility: Career Service (Sub-professional)
First Level Eligibility

AGENCY: City Government of Naga
POSITION (NO. OF VACANCIES): CITY GOVERNMENT DEPARTMENT HEAD I (PSO I) (1 – Permanent)

Salary Grade: 25 Place of Assignment: Public Safety Office, Naga City
Item Number(s): 1

QUALIFICATION REQUIREMENTS:

Education: Bachelor's Degree.
Experience: 5 years in position/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): TRAFFIC AIDE I (3 – Permanent)

Salary Grade: 3 Place of Assignment: Public Safety Office, Naga City
Item Number(s): 7-9

QUALIFICATION REQUIREMENTS:

Education: High 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 OFFICER II (Administrative Officer I) (1 – Permanent)

Salary Grade: 11 Place of Assignment: City ENRO, Naga City
Item Number(s): 6

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): METRO AIDE I (50 Casual Employment)

Salary Grade: 2
Item Number(s):

Place of Assignment: Various Office, City Government of Naga

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 I (500 Casual Employment)
(Utility Worker I)

Salary Grade: 1
Item Number(s):

Place of Assignment: Various Offices, City Government of Naga

QUALIFICATION REQUIREMENTS:

Education: Must be able to read and write.
Experience: None required.
Training: None required.
Eligibility: None required.
(MC 11, s. 96, Cat III)

AGENCY: City Government of Naga

POSITION (NO. OF VACANCIES): COMMUNITY DEVELOPMENT OFFICER I (1 Casual)

Salary Grade: 11
Item Number(s):

Place of Assignment: Office of the City Engineer, Naga City

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): ADMINISTRATIVE ASSISTANT I (1 Casual)
(Audio-Visual Equipment Operator III)

Salary Grade: 7
Item Number(s):

Place of Assignment: Mayor's Office, Naga City

QUALIFICATION REQUIREMENTS:

Education: High School Graduate or
Completion of relevant vocational/trade course.
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 ASSISTANT I (1 Casual)
(Bookbinder III)

Salary Grade: 7
Item Number(s):

Place of Assignment: Lingkod Barangay Office, Naga City

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):

ADMINISTRATIVE AIDE I
(Utility Worker I)

(1-Permanent)

Salary Grade: 1
Item Number(s): 16

Place of Assignment: Metro PESO, Naga City

QUALIFICATION REQUIREMENTS:

Education: Must be able to read and write.
Experience: None required.
Training: None required.
Eligibility: None required.
(MC 11, s. 96, Cat III)

November 4, 2009