

Republic of the Philippines  
City Government of Kidapawan  
Request for Publication of Vacant Positions



To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the City Government of Kidapawan in the CSC website:

MARIA MAGDALENA C. BERNABE  
CHRMO

Date: October 04, 2018

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Administrative Officer IV (Administrative Officer II)	78	15	26,109.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	CS Professional Second Level Eligibility	Building Trust and Positive Working Relationships, Communication Skills, Identifying and Mobilizing Resources, Initiating Action, Managing Conflicts, Decision Making, Planning and Organizing, Promoting Optimal Performance, Work Standards, Professional Knowledge/Expertise	City Mayor's Office
2	Administrative Officer I (Records Officer I)	94	10	16,846.00	Bachelor's Degree	None Required	None Required	CS Professional Second Level Eligibility	Building Trust and Positive Working Relationships, Communication Skills, Interpersonal Skills, Teamwork, Customers Service Skills, Computer and E- literacy Skills, Records Management Skills	City Mayor's Office
3	Market Supervisor II	116	14	23,845.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	CS Professional Second Level Eligibility	Building Trust and Positive Working Relationships, Communication Skills, Interpersonal Skills, Teamwork, Customers Service Skills, Computer and E- literacy Skills, Stress Management Skills, Supervision and Monitoring	City Mayor's Office (Economic Management Enterprise)
4	Administrative Aide I	141	1	9,459.00	Must be able to read and write	None Required	None Required	None Required		City Mayor's Office (Economic Management)

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 October 19, 2018

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](http://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.

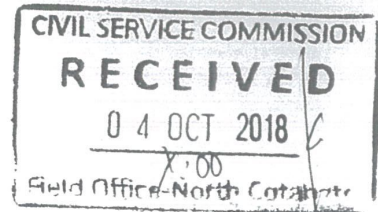
**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

Maria Magdalena C. Bernabe  
City Human Resource Management Officer  
De Mazenod Avenue, Poblacion, Kidapawan City  
[magdahrmo@yahoo.com](mailto:magdahrmo@yahoo.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

- Notes: 1. In observance of Equal Opportunity Principle (EOP), vacant position is open to all applicants regardless of gender, civil status, disability, ethnicity, sex, and political affiliation.  
2. Applicants must be a resident of Kidapawan City.

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5	Administrative Aide IV (Clerk II)	255	4	11,407.00	Completion of two years studies in college	None Required	None Required	CS Subprofessional First Level Eligibility	Building Trust and Positive Working Relationships, Communication Skills, Interpersonal Skills, Records Management, Customers Service Skills, Computer and E-literacy Skills, Stress Management Skills	Office of the CHRMO
6	Housing and Homesite Regulation Officer III	274	16	28,589.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	CS Professional Second Level Eligibility	Building Trust and Positive Working Relationships, Communication Skills, Identifying and Mobilizing Resources, Initiating Action, Managing Conflicts, Decision Making, Planning and Organizing, Promoting Optimal Performance, Work Standards, Professional Knowledge/Expertise	Office of the CPDC
7	Statistician II	288	15	26,109.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional Second Level Eligibility	Building Trust and Positive Working Relationships, Communication Skills, Identifying and Mobilizing Resources, Initiating Action, Managing Conflicts, Decision Making, Planning and Organizing, Promoting Optimal Performance, Work Standards, Professional Knowledge/Expertise, Statistical Skills, Data Gathering & Consolidation	Office of the CPDC

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8	Administrative Aide IV (Clerk II)	310	4	11,407.00	Completion of two years studies in college	None Required	None Required	CS Subprofessional First Level Eligibility	Building Trust and Positive Working Relationships, Communication Skills, Interpersonal Skills, Customers Service Skills, Computer and E- Literacy Skills, Stress Management Skills, Attention to details, Records Management	Office of the CCR
9	Registration Officer III	313	18	34,277.00	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	CS Professional Second Level Eligibility	Building Trust and Positive Working Relationships, Communication Skills, Identifying and Mobilizing Resources, Initiating Action, Managing Conflicts, Decision Making, Planning and Organizing, Promoting Optimal Performance, Work Standards, Professional Knowledge/Expertise	Office of the CCR
10	Administrative Officer III (Supply Officer II)	350	14	23,845.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	CS Professional Second Level Eligibility	Building Trust and Positive Working Relationships, Communication Skills, Interpersonal Skills, Customers Service Skills, Computer and E- Literacy Skills, Supply and Asset Management, Procurement Plan Preparation	Office of the CGSO

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