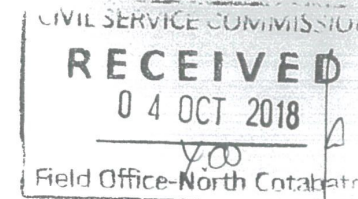


Republic of the Philippines  
City Government of Kidapawan  
Request for Publication of Vacant Positions



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*  
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					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
11	Administrative Officer II (Budget Officer I)	380	11	18,161.00	Bachelor's Degree relevant to the job	None Required	None Required	CS Professional Second Level Eligibility	Building Trust and Positive Working Relationships, Communication Skills, Interpersonal Skills, Customers Service Skills, Computer and E- Literacy Skills, Stress Management Skills, Cost Consciousness	City Budget Office
12	City Government Department Head I (City Accountant)	382	25	74,195.00	Bachelor's Degree in Commerce/Business Administration Major in Accounting	32 hours of training in management and supervision	5 years experience in the treasury or accounting services	RA 1080	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 City Accountant
13	Administrative Assistant II (Accounting Clerk III)	387	8	14,654.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Subprofessional First Level Eligibility	Building Trust and Positive Working Relationships, Communication Skills, Interpersonal Skills, Teamwork, Customers Service Skills, Computer and E- literacy Skills, Stress Management Skills, Accounting Skills	Office of the City Accountant

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.

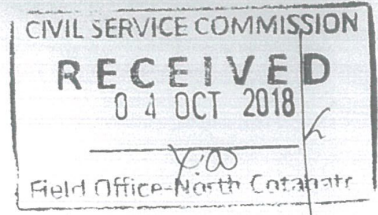
**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to

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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					Education	Training	Experience	Eligibility	Competency (if applicable)	
14	Administrative Aide VI (Accounting Clerk II)	395	6	12,906.00	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, Teamwork, Customers Service Skills, Computer and E- literacy Skills, Stress Management Skills, Accounting Skills	Office of the City Accountant
15	Administrative Officer II (Fiscal Examiner I)	413	11	18,161.00	Bachelor's Degree relevant to the job	None Required	None Required	CS Professional Second Level Eligibility	Building Trust and Positive Working Relationships, Communication Skills, Interpersonal Skills, Customers Service Skills, Computer and E- literacy Skills, Stress Management Skills, Accounting Skills, Fiscal and Financial Management	Office of the City Accountant
16	Administrative Assistant III (Senior Bookkeeper)	421	9	15,726.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	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, Bookkeeping Skills	Office of the City Accountant

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18	Administrative Assistant II (Accounting Clerk III)	429	8	14,654.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	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, Accounting Skills	Office of the City Accountant
19	Administrative Officer IV (Administrative Officer II)	430	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	Office of the City Accountant

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