

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

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)	
20	Bookbinder II	435	4	11,407.00	Elementary School Graduate	None Required	None Required	None Required	Building Trust and Positive Working Relationships, Communication Skills, Computer and E- Learning Literacy Skills, Customer Service Skills, Attention to details, Bookbinding Skills	Office of the City Accountant
21	Administrative Aide VI (Clerk III)	445	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, Computer and E- Learning Literacy Skills, Customer Service Skills, Attention to details, Records Management, Personal Credibility	Office of the City Treasurer
22	Administrative Officer V (Administrative Officer III)	447	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 City Treasurer

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.

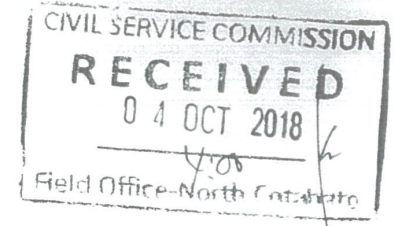
QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

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)	
23	Administrative Assistant I (Computer Operator I)	459	7	13,729.00	Completion of two years studies in college or High School graduate with relevant vocational/trade course	None Required	None Required	CS Subprofessional/ Data Encoder	Building Trust and Positive Working Relationships, Communication Skills, Computer and E- Learning Literacy Skills, Customer Service Skills, Attention to details, Records Management, Computer Hardware Servicing	Office of the City Treasurer
24	Administrative Assistant VI (Computer Operator III)	464	12	19,934.00	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	CS Subprofessional/ Data Encoder	Building Trust and Positive Working Relationships, Communication Skills, Computer and E- Learning Literacy Skills, Customer Service Skills, Attention to details, Records Management, Computer Hardware Servicing	Office of the City Treasurer

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*Maria Magdalena C. Bernabe*  
MARIA MAGDALENA C. BERNABE  
CHRMO

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
25	Administrative Officer I (Records Officer I)	465	10	16,846.00	Bachelor's Degree	None Required	None Required	CS Professional Second Level Eligibility	Building Trust and Positive Working Relationships, Communication Skills, Computer and E- Learning Literacy Skills, Customer Service Skills, Attention to details, Records Management, Personal Credibility	Office of the City Treasurer
26	Local Treasury Operations Officer III	472	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 City Treasurer
27	Revenue Collection Clerk II	478	7	13,729.00	Completion of two years studies in college	None Required	None Required	CS Subprofessional First Level Eligibility	Building Trust and Positive Working Relationships, Communication Skills, Computer and E- Learning Literacy Skills, Customer Service Skills, Attention to details, Records Management, Personal Credibility, Accounting Administrative Skills	Office of the City Treasurer

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