

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					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
28	Local Treasury Operations Officer III	487	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
29	License Inspector II	490	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, Computer and E- Learning Literacy Skills, Customer Service Skills, Attention to details, Records Management, Personal Credibility	Office of the City Treasurer
30	Revenue Collection Clerk II	493	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

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;
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
magdahrho@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.

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



MARIA MAGDALENA C. BERNABE
CHRMO

Date: October 04, 2018

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

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)	
31	Local Treasury Operations Officer II	510	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 Treasurer
32	Revenue Collection Clerk II	511	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
33	Revenue Collection Clerk II	514	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

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.
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

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.

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					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
34	City Government Assistant Department Head I (Assistant City Assessor)	530	23	59,044.00	Bachelor's Degree Preferably in Civil or Mechanical Engineering, Commerce or any other related course	16 hours of relevant training in management and supervision	3 years experience in real property assessment work or in any related field	RA 1080 (Real Estate Service)	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 Assessor
35	Assessment Clerk II	539	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, Assessment and Appraisal Procedures	Office of the City Assessor
36	Tax Mapper I	545	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, Computer and E- Learning Literacy Skills, Customer Service Skills, Attention to details, Records Management, Assessment and Appraisal Procedures, Tax Mapping Skills, Autocad Skills	Office of the City Assessor

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;
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
magdahrm@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.