

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)	
37	Tax Mapping Aide	546	4	11,407.00	High School Graduate or completion of relevant vocational/trade course	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, Records Management, Tax Mapping Skills, Autocad Skills	Office of the City Assessor
38	Administrative Officer I (Records Officer I)	564	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 Legal Officer
39	Statistician I	573	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, Statistical Skills, Data Gathering and Consolidation	Office of the City Health Officer

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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40	Dental Aide	607	4	11,407.00	High 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, Records Management, Personal Credibility, Knowledge on Dental Assisting Standard & Practice	Office of the City Health Officer
41	Youth Development Officer I	640	10	16,846.00	Bachelor's Degree	None Required	None Required	CS Professional Second Level Eligibility	Building Trust and Positive Working Relationships, Interpersonal Effectiveness, Computer and E- Learning Literacy Skills, Customer Service Skills, Records Management, Personal Credibility, Facilitation Skills	Office of the City Social Welfare and Development Officer
42	Agricultural Technician I	697	6	12,906.00	Completion of two years studies in colleges	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, Data Consolidation, Animal Welfare, Disease Prevention and Control (Treatment and Vaccination)	Office of the City Veterinarian

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43	Engineer II	754	16	28,589.00	Bachelor's Degree in Engineering preferably in Civil Engineering	4 hours of relevant training	1 year of relevant experience	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, Analytical, Estimation & Calculation Skills	Office of the City Engineer
44	Construction and Maintenance Man	784	2	10,080.00	Elementary School Graduate	None Required	None Required	None Required		Office of the City Engineer
45	Construction and Maintenance Man	785	2	10,080.00	Elementary School Graduate	None Required	None Required	None Required		Office of the City Engineer

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