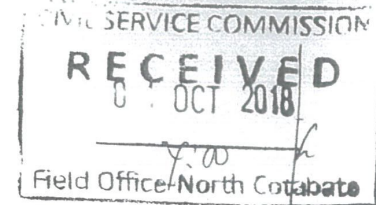


Republic of the Philippines
City Government of Kidapawan
Request for Publication of Vacant Positions



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)	
46	Construction and Maintenance Man	789	2	10,080.00	Elementary School Graduate	None Required	None Required	None Required		Office of the City Engineer
47	Heavy Equipment Operator II	811	6	12,906.00	High School Graduate or Completion of relevant vocational /trade course	None Required	None Required	Heavy Equipment Operator	Building Trust and Positive Working Relationships Performance Stability Driving Skills Preventive Maintenance	Office of the City Engineer
48	City Government Assistant Department Head I (Assistant City Cooperatives Officer)	838	23	59,044.00	Bachelor's Degree preferably in Business Administration or any related course	3 years of experience in cooperatives organization and management	16 Hours of relevant training	First grade or its equivalent	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 Cooperatives 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;
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 Mazon Avenue, Poblacion, Kidapawan City
magdahrmc@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)	
49	Cooperatives Development Specialist	847	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, Interpersonal Effectiveness, Computer and E- Learning Literacy Skills, Customer Service Skills, Records Management, Personal Credibility, Workshop Facilitation Skills, Perspective- Setting Skills.	Office of the City Cooperatives Officer
50	Cooperatives Development Specialist	850	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, Interpersonal Effectiveness, Computer and E- Learning Literacy Skills, Customer Service Skills, Records Management, Personal Credibility, Workshop Facilitation Skills, Perspective- Setting Skills.	Office of the City Cooperatives Officer

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