

Republic of the Philippines  
Province of Bukidnon  
**CITY OF VALENCIA**

## Human Resource Management Office

City Hall Compound, Catarata St., Brgy. Poblacion

Tel. No. (088) 315 0419

August 7, 2018

### NOTICE

Please be informed that there will be hiring of the vacant positions attached.

All interested applicants including Persons With Disability are enjoined to submit the following documents relative to the filling up of the aforementioned items to the HRMO not later than **August 22**; to wit;

1. Application Letter (Addressed to the City Vice Mayor thru the HRMO)

Ex.

**GLEN G. GALARIO**

City Vice Mayor

City of Valencia, Bukidnon

Thru:

**ABE P. GILLACO, MPA**

CGDH (HRMO)

City of Valencia, Bukidnon

2. Duly accomplished Personal Data Sheet Revised 2017(1 copy)
3. Transcript of Records (1 copy) - photocopy
4. Certificate of Employment, Service Record; Designation Orders; Certificate of Good Standing from previous/present employer (*for outsider applicants*) (1 photocopy) -
5. Eligibility (CSC/PRC) (1 photocopy)
6. Certificates of Trainings/Seminars. (1 photocopy)

Submission of application letters after the deadline will no longer be entertained.

  
ABE P. GILLACO, MPA  
CGDH (HRMO)





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1. Application Letter (Addressed to the City Mayor thru the HRMO)

Ex.


**AZUCENA P. HUERVAS**  
City Mayor  
City of Valencia, Bukidnon

Thru:

**ABE P. GILLACO, MPA**  
CGDH (HRMO)  
City of Valencia, Bukidnon

2. Duly accomplished Personal Data Sheet Revised 2017(1 copy)
3. Transcript of Records (1 copy) - photocopy
4. Certificate of Employment, Service Record; Designation Orders; Certificate of Good Standing from previous/present employer (*for outsider applicants*) (1 photocopy) -
5. Eligibility (CSC/PRC) (1 photocopy)
6. Certificates of Trainings/Seminars. (1 photocopy)
7. IPCR for Two Rating Periods (*for outsider applicants*)

Submission of application letters after the deadline will no longer be entertained.

  
ABE P. GILLACO, MPA  
CGDH (HRMO)



Republic of the Philippines  
CGO VALENCIA, BUKIDNON  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of CGO VALENCIA, BUKIDNON in the CSC website:

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Licensing Officer IV	53	22	55,781.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	CS Professional 2nd Level Eligibility	N/A	Office of the City Administrator
2	Licensing Officer III	54	18	36,181.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS Professional 2nd Level Eligibility	N/A	Office of the City Administrator
3	Administrative Aide IV (Clerk II)	55	4	12,040.00	Completion of 2 years studies in college	None required	None required	CS Sub-Professional 1st Level Eligibility	N/A	Office of the City Administrator
4	City Agriculturist	328	25	78,317.00	Bachelor's degree in Agriculture or any related course	5 years acquired experience in agriculture or in a related field	None required	Relevant RA 1080	N/A	City Agriculture Office
5	Administrative Officer II (Management & Audit Analyst I)	199	11	19,170.00	Bachelor's degree relevant to the job	None required	None required	CS Professional 2nd Level Eligibility	N/A	Office of the City Accountant
6	Local Assessment Operations Officer IV	215	22	55,781.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	RA 1080 (Real Estate Service)	N/A	Office of the City Assessor
7	Administrative Aide VI (Clerk III)	373	6	13,623.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Professional 1st Level Eligibility	N/A	Office of the City General Services
8	Social Welfare Officer II	524	15	27,560.00	BS in Social Work	4 hours of relevant training	1 year of relevant experience	RA 1080 (SW)	N/A	Office of the City Social Welfare and Development
9	Administrative Assistant II (Clerk IV)	456	8	15,468.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub-Professional 1st Level Eligibility	N/A	Human Resource Management Office