

**RECEIVED**

Office/Unit: CSC FO Ilocos Sur  
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Date and Time: JAN 27 2025 4:20 pm  
Received by: JOSEPHINE U. PANEDA  
Human Resource Specialist

Remarks:  
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Republic of the Philippines  
**CGO VIGAN**  
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 CGO VIGAN in the CSC website:

*Ma. Raissa T. Villanueva*  
MA. RAISSA T. VILLANUEVA  
CGDH – I (CHRMO)

Date: January 27, 2025

| No. | Position Title<br>(Parenthetical<br>Title, if<br>applicable) | Plantilla<br>Item<br>No. | Salary/<br>Job/<br>Pay<br>Grade | Monthly<br>Salary | Qualification Standards   |               |               |   |  | Place of<br>Assignment                  |
|-----|--|--------------------------|---------------------------------|-------------------|---|---------------|---------------|---|--|---|
|     |  |                          |                                 |                   | Education   | Training      | Experience    | Eligibility   | Competency<br>(if applicable)  |   |
| 1   | Administrative Aide<br>III (Clerk I)                         | 18                       | 3                               | 12,975.00         | Completion of<br>two years<br>studies in<br>college   | None required | None required | Career Service<br>(Subprofessional)<br>First Level<br>Eligibility | Clerical; MS Office<br>proficient; Administrative<br>Skills  | Business Permit &<br>Licensing Division |
| 2   | Medical Technologist<br>I                                    | 283                      | 11                              | 28,512.00         | Bachelor's<br>degree in<br>Medical<br>Technology or<br>Bachelor of<br>Science in<br>Public Health | None required | None required | RA 1080, as<br>amended,<br>(Medical<br>Technologist)              | Detail oriented;<br>Excellent eyesight,<br>dexterity, and hand-eye<br>coordination;<br>Familiarity in using medical<br>tools and equipment;<br>Ability to observe good<br>medical practices and<br>ethical standards;<br>Excellent report writing<br>skills and explaining<br>results;<br>Excellent organization and<br>time management skills | City Health Office                      |
| 3   | Engineer I   | 160                      | 12                              | 26,099.00         | Bachelor's<br>degree in<br>Engineering<br>relevant to the<br>job                                  | None required | None required | RA 1080   | the ability to work on a<br>team, effectively<br>addressing client, efficiently<br>managing projects,<br>innovative thinking   | City Engineer's Office                  |

|   |                                   |     |   |           |                                  |               |               |  |   |                            |
|---|-----------------------------------|-----|---|-----------|----------------------------------|---------------|---------------|--|---|----------------------------|
| 4 | Administrative Aide III (Clerk I) | 243 | 3 | 12,975.00 | Completion of 2 years in College | None required | None required | Career Service (Subprofessional) First Level Eligibility | Clerical; MS Office proficient; Administrative Skills | Public Market Division     |
| 5 | Administrative Aide III (Clerk I) | 455 | 3 | 12,975.00 | Completion of 2 years in College | None required | None required | Career Service (Subprofessional) First Level Eligibility | Clerical; MS Office proficient; Administrative Skills | City Legal Services Office |

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 **February 11, 2025**.

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.
5. Only shortlisted applicants will be called for interview

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

**JOSE "BONITO" C. SINGSON, JR.**

City Mayor

Vigan City Hall, Vigan City, Ilocos Sur

[hrmovigan.recruitment@gmail.com](mailto:hrmovigan.recruitment@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**