

Republic of the Philippines  
CITY GOVERNMENT OF ALAMINOS  
Request for Publication of Vacant Position

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the vacant positions, which are authorized to be filled, at the City Government of Alaminos in the CSC website:

  
EMIELOU E. GELLADO, Ed.D.

CGDH 1 (CHRMO)/OIC-City Administrator  
Date: May 31, 2024

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Experience	Training	Eligibility	Competency	
1	Supervising Administrative Officer (Local Legislative Staff Officer V)	2024-104	22/1	60,784.00	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility	Integrity Resiliency Innovation Spirituality Excellence	Office of the Secretary to the Sangguniang Panlungsod
2	Administrative Officer V (Records Officer III)	2024-081	18/1	39,716.00	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	Integrity Resiliency Innovation Spirituality Excellence	Office of the Secretary to the Sangguniang Panlungsod
3	Administrative Officer V (Records Officer III)	2024-548	18/1	39,716.00	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	Integrity Resiliency Innovation Spirituality Excellence	Office of the Secretary to the Sangguniang Panlungsod
4	Senior Administrative Assistant I (Stenographic Reporter IV)	2024-099	13/1	26,622.00	Completion of two years studies in college	3 years of relevant experience	16 hours of relevant training	Career Service (Subprofessional) First Level Eligibility	Integrity Resiliency Innovation Spirituality Excellence	Office of the Secretary to the Sangguniang Panlungsod
5	Administrative Aide III (Driver I)	2024-090	3/1	12,476.00	Elementary School Graduate	None required	None required	Professional Driver's License (CSC MC 10, s. 2013-Cat. IV)	Integrity Resiliency Innovation Spirituality Excellence	Office of the Secretary to the Sangguniang Panlungsod

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 **June 15, 2024**.

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 rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license
4. Photocopy of Transcript of Records.
5. Training Certificates
6. Certificate of Work Experience
7. Certificate of Awards & Recognitions from School, Work, or other Agencies/Organizations
8. Certificate of Membership or Participation to NGO Activities

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

**EMIELOU E. GELLADO, Ed. D.**

CGDH 1 (CHRMO)/OIC-City Administrator

Poblacion, Alaminos City, Pangasinan

[alaminoschrmorsp@gmail.com](mailto:alaminoschrmorsp@gmail.com)

**NOTE:**

**All applicants may apply regardless of race, age, color, physical appearance, ancestry, ethnicity, national origin, cultural mores, political affiliations or opinions, sex, religion or belief, marital status, parental roles, sexual orientation, genetic information or disability**

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