



Republic of the Philippines
 AUTONOMOUS REGION IN MUSLIM MINDANAO
 Province of Basilan
 City of Lamitan
Office of the City Mayor



List of Open Vacancies

Position	SG	Item NO.	QUALIFICATIONS STANDARD			Eligibility
			Educational Attainment	Experience	Training	
Legal Officer IV	G-22	1-02	Bachelor of Laws	1 yr relevant experience	4 Hrs. of relevant training	RA 1080
Landscaping Supervisor	G-12	1-28	Bachelors Degree relevant to the job	None required	None required	Career Service (Prof.) Second Level Eligibility
Tourist Receptionist II	G-10	1-31	Completion of two years studies in College	2 yrs relevant experience	8 Hrs. of relevant training	Career Service (Subprof) First Level Eligibility
Administrative Assistant I (Computer Operator I)	G-7	1-34	Completion of two years studies in College or High School Grad. w/ relevant vocational/Trade Course	None required	None required	Career Service (Subprof) Data Encoder (MC IIs. 1996 Cat. I) First Level Eligibility
Licensing Officer II	G-15	1-42	Bachelors Degree	1 yr relevant experience	4 Hrs. of relevant training	Career Service (Prof.) Second Level Eligibility
Administrative Aide VI (Stenographer II)(B)	G-6	2-30	Completion of two years studies in College	None required	None required	Career Service (Subprof) First Level Eligibility
City Government Department Head – I(City Administrator)	G-25	3-01	Bachelors Degree preferably in Public Administration, Law or any related course	5 years experience in Management. & Admin. work	None required	First Grade or its equivalent
Security Guard III	G-8	3-13	High School Graduate	1 yr relevant experience	4 Hrs. of relevant training	Security Guard License (MC II s. 1996 Cat. II)
Security Guard II	G-5	3-16 3-24	High School Graduate	None required	None required	Security Guard License (MC II s. 1996 Cat. II)
Security Guard I	G-3	3-35	High School Graduate	None required	None required	Security Guard License (MC II s. 1996 Cat. II)
Traffic Aide I	G-3	3-44	High School Graduate	None required	None required	None Required (MC II s. 1996 Cat. III)
City Government Department Head – I(City Human Resource Mngt. Officer)	G-25	4-01	5 Years in position/s involving management and supervision.	5 Years in position/s involving management and supervision.	32 hours of training in management and supervision	Career Service (Prof.) Second Level Eligibility

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Administrative Aide VI (Clerk III)	G-6	5-06	Completion of two years studies in College	None required	None required	Career Service (Subprof) First Level Eligibility
Draftsman II(A)	G-8	5-09	Completion of two years studies in College or High School Grad. w/ relevant vocational/Trade Course	1 yr relevant experience	4 Hrs. of relevant training	Career Service (Subprof) Draftsman or Illustrator (MC IIs. 1996 Cat. I)First Level Eligibility
Administrative Assistant II	G-8	6-04	Completion of two years studies in College	1 yr relevant experience	4 Hrs. of relevant training	Career Service (Subprof) First Level Eligibility
Registration Officer III	G-18	6-06	Bachelors Degree	2 yrs relevant experience	8 Hrs. of relevant training	Career Service (Prof.) Second Level Eligibility
Administrative Assistant I (Computer Operator I)	G-7	6-11	Completion of two years studies in College or High School Grad. w/ relevant vocational/Trade Course	None required	None required	Career Service (Subprof) Data Encoder (MC IIs. 1996 Cat. I)First Level Eligibility
Administrative Officer I (Record Officer)	G-10	6-14	Bachelors Degree	None required	None required	Career Service (Prof.) Second Level Eligibility
Administrative Aide III (Laborer II)	G-3	7-09	Must be able to read and write	None required	None required	None required (MC II s. 1996 Cat. III)
Laundry Worker II	G-3	7-56	Must be able to read and write	None required	None required	None required (MC II s. 1996 Cat. III)
Administrative Assistant II (Administrative Assistant)	G-8	8-05	Completion of two years studies in College	1 yr relevant experience	4 Hrs. of relevant training	Career Service (Subprof) First Level Eligibility
Administrative Officer II (Budget Officer I)	G-11	8-14	Bachelors Degree relevant to the job	None required	None required	Career Service (Prof.) Second Level Eligibility
City Government Department Head – I(City Accountant)	G-25	9-01	Bachelors Degree preferably in Commerce/Business Administration Major in Accounting	None required	None required	RA 1080
Administrative Officer V (Accountant III)	G-18	9-07	Bachelors Degree in Commerce/Business Administration Major in Accounting	2 yrs relevant experience	8 Hrs. of relevant training	RA 1080
Administrative Assistant II (Bookkeeper I)	G-8	9-12	Completion of two years studies in College	1 yr relevant experience	4 Hrs. of relevant training	Career Service (Subprof) First Level Eligibility
Administrative Assistant II (Management & Audit Asst.)	G-8	9-22	Completion of two years studies in College	1 yr relevant experience	4 Hrs. of relevant training	Career Service (Subprof) First Level Eligibility
Administrative Assistant II (Disbursing Officer II)	G-8	10-12	Completion of two years studies in College	1 yr relevant experience	4 Hrs. of relevant training	Career Service (Subprof) First Level Eligibility
Revenue Collection Clerk III	G-9	10-17 10-25	Completion of two years studies in College	1 yr relevant experience	4 Hrs. of relevant training	Career Service (Subprof) First Level Eligibility

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Administrative Assistant I (Computer Operator I)	G-7	10-21	Completion of two years studies in College or High School Grad. w/ relevant vocational/Trade Course	None required	None required	Career Service (Subprof) Data Encoder (MC IIs. 1996 Cat. I)First Level Eligibility
Assessment Clerk II	G-6	11-15 11-18	Completion of two years studies in College	None required	None required	Career Service (Subprof) First Level Eligibility
Midwife II						
	G-8	12-37 12-39 12-41	Completion of the Midwifery Course	2 yrs relevant experience	8 Hrs. of relevant training	RA 1080
Administrative Officer I (Record Officer)						
Metro Aide II	G-10	14-03	Bachelors Degree	None required	None required	Career Service (Prof.) Second Level Eligibility
Heavy Equipment Operator II	G-4	16-60 16-68 16-70	Must be able to read and write	None required	None required	None required (MC II s. 1996 Cat. III)
Electrician II	G-6	17-21 17-22 17-26 17-27 17-28 17-29	High School Grad. Or Completion of relevant vocational/Trade Course	None required	None required	Heavy Equipment Opr. (MC II s. 1996 Cat. I)
Mechanic II	G-6	17-11	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Electrician(Building Wiring)(-250 volts) (MC II s. 1996 Cat. I)
	G-4	17-32	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Mechanic (MC II s. 1996 Cat. I)

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Welder I	G-3	17-36	Elementary School Graduate	None required	None required	Welder (MC II s. 1996 Cat. I)
Administrative Aide IV (Driver II)	G-4	17-41 17-45	Elementary School Graduate	None required	None required	Driver's License (MC II s. 1996 Cat. II)
Home Management Specialist I	G-11	19-17	Bachelor's Degree	2 yrs relevant experience	8 Hrs. of relevant training	Career Service (Prof.) Second Level Eligibility

Certified as to Vacancy:

Certified Correct:

FELIPE M. FERNANDO
Admin. Officer IV/OIC-HRM Office

Date: March 13, 2015

ROSITA U. FURIGAY
City Mayor

Date: March 13, 2015



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Supervising Administrative Officer(Management & Audit Analyst IV)	G-22	9 -__	Bachelor's Degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Prof.) Second Level Eligibility

Certified as to Vacancy:

Certified Correct:

FELIPE M. FERNANDO
Admin. Officer IV/OIC-HRM Office

Date: April 15, 2015

ROSITA U. FURIGAY
City Mayor

Date: April 15, 2015