

# CITY ACCOUNTING OFFICE

Item No.	Position Title	Salary Grade	Qualification Standards			
			Education	Experience	Training	Eligibility
1	City Accountant I	25	Bachelor's degree in Commerce/ Business Administration major in Accounting	5 years in the treasury or accounting service	None	RA 1080
2	Administrative Aide IV (Accounting Clerk I)	4	Completion of 2 years studies in college	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility
3	Supervising Administrative Officer (Management and Audit Analyst IV)	22	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility
4	Administrative Officer V (Management and Audit Analyst III)	18	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility
5	Administrative Assistant III (Senior Bookkeeper)	9	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility
6	Administrative Assistant III (Senior Bookkeeper)	9	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility
7	Administrative Assistant III (Senior Bookkeeper)	9	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility
8	Administrative Assistant III (Senior Bookkeeper)	9	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility
9	Administrative Assistant III (Senior Bookkeeper)	9	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility
10	Administrative Assistant II (Bookkeeper I)	8	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility
11	Administrative Officer V (Management and Audit Analyst III)	18	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility
12	Administrative Assistant III (Senior Bookkeeper)	9	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility
13	Administrative Assistant III (Senior Bookkeeper)	9	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility
14	Administrative Assistant III (Senior Bookkeeper)	9	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility
15	Administrative Assistant III (Senior Bookkeeper)	9	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility

Item No.	Position Title	Salary Grade	Qualification Standards			
			Education	Experience	Training	Eligibility
16	Administrative Assistant II (Bookkeeper I)	8	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility
17	Administrative Officer II (Management and Audit Analyst I)	11	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility
18	Administrative Officer V (Management and Audit Analyst III)	18	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility
19	Administrative Officer II (Management and Audit Analyst I)	11	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility
20	Administrative Officer II (Management and Audit Analyst I)	11	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility
21	Administrative Officer IV (Fiscal Examiner II)	15	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility

## CITY AGRICULTURE'S OFFICE

Item No.	Position Title	Salary Grade	Qualification Standards			
			Education	Experience	Training	Eligibility
1	City Agriculturist I	25	Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering; Fisheries Technology and Veterinary Medicine	5 Years acquired experience in agriculture or any related field	None	Relevant RA 1080
2	Administrative Aide IV (Clerk II)	4	Completion of two Years studies in College	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility
3	Planning Officer IV	22	Bachelor's Degree relevant to the job	3 Years of relevant experience	16 Hours of relevant training	Career Service (Professional) Second Level Eligibility
4	Engineer III	19	Bachelor's degree in Engineering relevant to the job	2 Years of relevant experience	8 Hours of relevant training	RA 1080
5	Engineer II	16	Bachelor's degree in Engineering relevant to the job	1 Year of relevant experience	4 Hours of relevant training	RA 1080
6	Engineering Assistant	8	Completion of two years studies in College	1 Year of relevant experience	4 Hours of relevant training	Career Service (Sub-Professional) First Level Eligibility
7	Senior Agriculturist	18	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering; Fisheries Technology and Veterinary Medicine	2 Years relevant experience	8 Hours of relevant training	Relevant RA 1080
8	Agriculturist II	15	Bachelor's degree in Agriculturist or other allied courses such as Agricultural Engineering; Fisheries	1 Year of relevant experience	4 Hours of relevant training	Relevant RA 1080

			Technology and Veterinary Medicine			
9	Agriculturist I	11	Bachelor's degree in Agriculturist or other allied courses such as Agricultural Engineering; Fisheries Technology and Veterinary Medicine	None Required	None Required	Relevant RA 1080
10	Agricultural Technologist	10	Bachelor's degree in Agriculturist or other allied courses such as Agricultural Engineering; Fisheries Technology and Veterinary Medicine	None required	None required	Relevant RA 1080
11	Farm Worker II	4	Elementary School graduate	None Required	None Required	None Required (MC 11, s.96 Cat. III)
12	Farm Worker II	4	Elementary School graduate	None Required	None Required	None Required (MC 11, s.96 Cat. III)
13	Farm Worker II	4	Elementary School graduate	None Required	None Required	None Required (MC 11, s.96 Cat. III)
14	Agriculturist II	15	Bachelor's degree in Agriculturist or other allied courses such as Agricultural Engineering; Fisheries Technology and Veterinary Medicine	1 year of relevant experience	4 hours of relevant training	Relevant RA 1080
15	Agriculturist I	11	Bachelor's degree in Agriculturist or other allied courses such as Agricultural Engineering; Fisheries Technology and Veterinary Medicine	None Required	None Required	Relevant RA 1080
16	Agriculturist I	11	Bachelor's degree in Agriculturist or other allied courses such as Agricultural Engineering; Fisheries Technology and Veterinary Medicine	None Required	None Required	Relevant RA 1080
17	Agricultural Technologist	10	Bachelor's degree in Agriculturist or other allied courses such as Agricultural Engineering; Fisheries Technology and Veterinary Medicine)	None Required	None Required	Relevant RA 1080
18	Farm Worker II	4	Elementary School graduate	None required	None required	None required (MC 11, s.96 Cat. III)
19	Farm Worker II	4	Elementary School graduate	None required	None required	None required (MC 11, s.96 Cat. III)
20	Development Management Officer I	11	Bachelor's degree relevant to the job	None Required	None Required	Career service (Professional) Second level eligibility
21	Community Development Assistant I	7	Completion of two years studies in college	None Required	None Required	Career service (Sub professional) First level eligibility
22	Planning Officer IV	22	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility
23	Special Operations Officer II	14	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level

						Eligibility
24	Special Operations Officer I	10	Bachelor's Degree	None Required	None Required	Career Service (Professional) First Level Eligibility
25	Special Agent II	10	Completion of two years studies in college	2 years of relevant experience	8 hours of relevant training	Career Service (Sub-professional) First Level Eligibility
26	Boatswain	4	Elementary School Graduate	None required	None required	None required (MC 11, s. 96-Cat. 111)
27	Boatswain	4	Elementary School Graduate	None required	None required	None required (MC 11, s. 96-Cat. 111)
28	Aquaculturist II	15	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility
29	Aquaculturist I	11	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility
30	Special Agent II	10	Completion of two years studies in college	2 years of relevant experience	8 hours of relevant training	Career Service (Sub-professional) First Level Eligibility
31	Aquacultural Technician II	8	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub professional) First Level Eligibility
32	Environmental Management Specialist II	15	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility
33	Aquacultural Technician I	6	Completion of two years studies in college	None required	None required	Career Service (Sub-professional) First Level Eligibility
34	Aquacultural Technician I	6	Completion of two years studies in college	None required	None required	Career Service (Sub-professional) First Level Eligibility

## CITY ASSESSOR'S OFFICE

Item No.	Position Title	Salary Grade	Qualification Standards			
			Education	Experience	Training	Eligibility
1	City Assessor I	25	Bachelor's Degree Preferably in Civil or Mechanical Engineering, Commerce, or any other related course	5 years experienced in Real Property Assessment work or in any related field	None	RA 1080 (Real Estate Service)
2	Administrative Officer IV (Administrative Officer II)	15	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility
3	Local Assessment Operations Officer IV	22	Bachelor's degree	3 years of relevant experience	16 hours of relevant training	RA 1080 (Real Estate Service)
4	Local Assessment Operations Officer III	18	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	RA 1080 (Real Estate Service)

Item No.	Position Title	Salary Grade	Qualification Standards			
			Education	Experience	Training	Eligibility
5	Local Assessment Operations Officer II	15	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	RA 1080 (Real Estate Service)
6	Local Assessment Operations Officer I	11	Bachelor's degree	None Required	None Required	RA 1080 (Real Estate Service)
7	Assessment Clerk III	9	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub professional) First Level Eligibility)
8	Local Assessment Operations Officer II	15	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	RA 1080 (Real Estate Service)
9	Local Assessment Operations Officer I	11	Bachelor's degree	None Required	None Required	RA 1080 (Real Estate Service)
10	Assessment Clerk III	9	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub professional) First Level Eligibility)
11	Tax Mapper III	18	Bachelor's degree Relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility)
12	Tax Mapper II	15	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility)
13	Draftsman III	11	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	2 years of relevant experience	8 hours of relevant training	Career Service(Sub-professional)Draftsman or Illustrator(MC 11,s.96-Cat I)First Level Eligibility
14	Draftsman II	8	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	Career Service(Sub-professional)Draftsman or Illustrator(MC 11,s.96-Cat I)First Level Eligibility
15	Administrative Officer III (Records Officer II)	14	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility)
16	Assessment Clerk III	9	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub professional) First Level Eligibility)
17	Administrative Assistant III (Computer Operator II)	9	Completion of two years studies in college or High School Graduate with relevant vocational / trade course	1 year of relevant experience	4 hours of relevant training	Career Service (Sub professional) Data EncoderMC 11,s.96-Cat I)First Level Eligibility

## CITY BUDGET OFFICE

Item No.	Position Title	Salary Grade	Qualification Standards			
			Education	Experience	Training	Eligibility
1	City Budget Officer I	25	Bachelor's degree preferably in Accounting, Economics, Public Administration or any related course	5 years experience in government budgeting or any related field	None Required	First grade or its equivalent
2	Administrative Aide III (Utility Worker II)	3	Must be able to read and write	None Required	None Required	None Required (MC 11, s 96, Cat III)
3	Supervising	22	Bachelor's degree	3 years of	16 hours of	Career Service

	Administrative Officer (Budget Officer IV)		relevant to the job	relevant experience	relevant training	(Professional) Second Level Eligibility
4	Administrative Officer IV (Budget Officer II)	15	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility
5	Administrative Assistant II (Budgeting Assistant)	8	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) or First Level Eligibility
6	Administrative Assistant II (Budgeting Assistant)	8	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) or First Level Eligibility
7	Administrative Officer V (Budget Officer III)	18	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) or Second Level Eligibility
8	Administrative Officer IV (Budget Officer II)	15	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) or Second Level Eligibility
9	Administrative Assistant II (Budgeting Assistant)	8	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) or First Level Eligibility
10	Administrative Assistant II (Budgeting Assistant)	8	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) or First Level Eligibility
11	Administrative Officer IV (Budget Officer II)	15	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) or Second Level Eligibility
12	Administrative Assistant II (Budgeting Assistant)	8	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) or First Level Eligibility
13	Administrative Officer IV (Budget Officer II)	15	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) or Second Level Eligibility

## CITY CIVIL REGISTRAR'S OFFICE

Item No	Position Title	Salary Grade	Qualification Standards			
			Education	Experience	Training	Eligibility
1	City Civil Registrar I	25	Bachelor's Degree	5 years' Experience in Civil Registry Work	None	First Grade or its Equivalent

2	Administrative Assistant I (Computer Operator I)	7	Completion of two years studies in college or High School Graduate with relevant vocational trade course	None required	None required	Career Service (Sub-Professional) First Level Eligibility  Data Encoder (MC 11, s. 96-Cat.III)
3	Supervising Administrative Officer (Administrative Officer IV)	22	Bachelor's Degree	3 years of Relevant Experience	16 hours of relevant trainings	Career Service (Professional) Second Level Eligibility
4	Registration Officer III	18	Bachelor's Degree	2 years of Relevant Experience	8 hours of relevant trainings	Career Service (Professional) Second Level Eligibility
5	Registration Officer II	14	Bachelor's Degree	1 year of Relevant Experience	4 hours of relevant trainings	Career Service (Professional) Second Level Eligibility
6	Registration Officer I	10	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility
7	Assistant Registration Officer	8	Completion of two years studies in College	1 year of Relevant Experience	4 hours of relevant trainings	Career Service (Sub-Professional) First Level Eligibility
8	Administrative Officer V (Records Officer III)	18	Bachelor's Degree	2 years of Relevant Experience	8 hours of relevant trainings	Career Service (Professional) Second Level Eligibility
9	Administrative Assistant III (Computer Operator II)	9	Completion of two years studies in college or High School with relevant vocational/trade course	1 year of Relevant Experience	4 hours of relevant trainings	Career Service (Sub-Professional) First Level Eligibility  Data Encoder (MC II, s 96-Cat 1)
10	Administrative Assistant I (Bookbinder III)	7	Elementary School Graduate	None Required	None Required	None required (MC 11, s. 96-Cat.III)

## CITY ENVIRONMENT AND NATURAL RESOURCES OFFICE

Item No.	Position Title	Salary Grade	Qualification Standards			
			Education	Experience	Training	Eligibility
1	City Environment and Natural Resources Officer I	25	Environmental Forestry, Agriculture or any related course	5 years' experience in environmental and natural resources management, conservation and utilization	None	First Grade or its equivalent
2	Administrative Assistant I (Computer Operator I)	7	Completion of two years studies in college or High	None required	None required	Career Service (Sub-professional) Data Encoder

			School Graduate with relevant vocational/ trade course			(MC 11, s. 96 Cat. 1) First Level Eligibility
3	Administrative Aide III (Utility Worker II)	3	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. 111)
4	Supervising Environmental Management Specialist	22	Bachelor's Degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility
5	Environmental Management Specialist II	15	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility
6	Environmental Management Specialist I	11	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility
7	Project Development Assistant	8	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional) First Level Eligibility
8	Farm Worker II	4	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. 111)
9	Farm Worker II	4	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. 111)
10	Senior Environmental Management Specialist	18	Bachelor's Degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility
11	Administrative Aide VI (Labor Foreman)	6	High School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. 111)
12	Administrative Aide VI (Labor Foreman)	6	High School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. 111)
13	Senior Environmental Management Specialist	18	Bachelor's Degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility
14	Environmental Management Specialist II	15	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility
15	Environmental Management Specialist I	11	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility
16	Administrative Assistant II (Labor General Foreman)	8	High School Graduate	1 year of relevant experience	4 hours of relevant training	None required (MC 11, s.96 -Cat.111)
17	Administrative Aide IV (Driver II)	4	Elementary School Graduate	None required	None required	Driver License (MC 11, s. 96 -Cat. 11)
18	Administrative Aide IV (Driver II)	4	Elementary School Graduate	None required	None required	Driver License (MC 11,s. 96 -



						Cat. 11)
19	Administrative Aide IV (Driver II)	4	Elementary School Graduate	None required	None required	Driver License (MC 11,s. 96 - Cat. 11)
20	Administrative Aide III (Utility Worker II)	3	Must be able to read and write	None required	None required	None required (MC 11,s. 96 - Cat. 111)
21	Environmental Management Specialist I	11	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility
22	Heavy Equipment Operator II	6	High School Graduate or Completion of relevant vocational/ trade course	None required	None required	Heavy Equipment Operation (MC 11, s. 96 Cat. 1)
23	Park Attendant II	4	Must be able to read and write	None required	None required	None required (MC 11,s. 96 - CAT. 111)
24	Administrative Aide III (Utility Worker II)	3	Must be able to read and write	None required	None required	None required (MC 11,s. 96 - Cat. 111)
25	Environmental Management Specialist I	11	Bachelor's Degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility
26	Administrative Aide IV (Driver II)	4	Elementary School Graduate	None required	None required	None required (MC 11,s. 96 - CAT. 11)

## CITY ENGINEER'S OFFICE

Item No.	Position Title	Salary Grade	Qualification Standards			
			Education	Experience	Training	Eligibility
1	City Engineer I	25	Bachelor's degree in Civil Engineering	5 years' experience in the practice of engineering	None	Republic Act 1080
2	Administrative Assistant V (Data Controller III)	11	Completion of two years studies in college or high school graduate w/ relevant vocational/trade course	2 years relevant experience	8 hours of relevant training	Career service (Sub professional) Data Encoder (Memorandum Circular 11, s. 96-Category I) First level Eligibility
3	Administrative Aide III (Utility Worker II)	3	Must be able to read and write	None Required	None Required	None Required (MC 11, s.96 Cat.III)
4	Engineer IV	22	Bachelor's degree in Engineering relevant to the job	3 years of relevant experience	16 hours of relevant training	Republic Act 1080
5	Engineer III	19	Bachelor's degree in Engineering relevant to the job	2 years of relevant experience	8 hours of relevant training	Republic Act 1080
6	Construction and Maintenance General Foreman	11	High School Graduate	2 years of relevant experience	8 hours of relevant training	None required (Memorandum Circular 11, s. 96-Category III)

7	Automotive Equipment Inspector I	8	High School Graduate or completion of relevant vocational/ trade course	1 year of relevant experience	4 hours of relevant training	Automotive Mechanic (Light Duty) (Memorandum Circular 11, s. 96-Category I)
8	Automotive Equipment Inspector I	8	High School Graduate or completion of relevant vocational/ trade course	1 year of relevant experience	4 hours of relevant training	Automotive Mechanic (Light Duty) (Memorandum Circular 11, s. 96-Category I)
9	Heavy Equipment Operator II	6	High School Graduate or completion of relevant vocational/ trade course	None required	None required	Heavy Equipment Operator (Memorandum Circular 11, s. 96-Category I)
10	Heavy Equipment Operator II	6	High School Graduate or completion of relevant vocational/ trade course	None Required	None Required	Heavy Equipment Operator (Memorandum Circular 11, s. 96-Category I)
11	Heavy Equipment Operator II	6	High School Graduate or completion of relevant vocational/ trade course	None Required	None Required	Heavy Equipment Operator (Memorandum Circular 11, s. 96-Category I)
12	Heavy Equipment Operator II	6	High School Graduate or completion of relevant vocational/ trade course	None Required	None Required	Heavy Equipment Operator (Memorandum Circular 11, s. 96-Category I)
13	Heavy Equipment Operator II	6	High School Graduate or completion of relevant vocational/ trade course	None Required	None Required	Heavy Equipment Operator (Memorandum Circular 11, s. 96-Category I)
14	Heavy Equipment Operator II	6	High School Graduate or completion of relevant vocational/ trade course	None Required	None Required	Heavy Equipment Operator (Memorandum Circular 11, s. 96-Category I)
15	Heavy Equipment Operator II	6	High School Graduate or completion of relevant vocational/ trade course	None Required	None Required	Heavy Equipment Operator (Memorandum Circular 11,s. 96-Category I)
16	Construction and Maintenance Capataz	5	Elementary School Graduate	None Required	None Required	None required (Memorandum Circular 11, s. 96-CategoryIII)
17	Administrative Aide IV (Driver II)	4	Elementary School Graduate	None required	None required	Driver License (Memorandum Circular 11, s. 96 – Category II)
18	Administrative Aide IV (Driver II)	4	Elementary School Graduate	None required	None required	Driver License (Memorandum Circular 11, s. 96 – Category II)
19	Administrative Aide IV (Driver II)	4	Elementary School Graduate	None required	None required	Driver License (Memorandum Circular 11, s. 96 – Category II)
20	Administrative Aide IV (Driver II)	4	Elementary School Graduate	None required	None required	Driver License (Memorandum Circular 11, s. 96 – Category II)
21	Administrative Aide IV (Driver II)	4	Elementary School Graduate	None required	None required	Driver License (Memorandum Circular 11, s. 96 – Category II)
22	Engineer III	19	Bachelor's degree in Engineering relevant to the job	2 years of relevant experience	8 hours of relevant training	Republic Act 1080
23	Engineer II	16	Bachelor's degree in Engineering relevant to the job	1 year of relevant experience	4 hours of relevant training	Republic Act 1080
24	Engineer II	16	Bachelor's degree in	1 year of	4 hours of relevant	Republic Act 1080

			Engineering relevant to the job	relevant experience	training	
25	Engineer II	16	Bachelor's degree in Engineering relevant to the job	1 year of relevant experience	4 hours of relevant training	Republic Act 1080
26	Engineering Assistant	8	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) First Level Eligibility
27	Engineer IV	22	Bachelor's degree in Engineering relevant to the job	3 years of relevant experience	16 hours of relevant training	Republic Act 1080
28	Engineer II	16	Bachelor's degree in Engineering relevant to the job	1 year of relevant experience	4 hours of relevant training	Republic Act 1080
29	Engineer I	12	Bachelor's degree in Engineering relevant to the job	None Required	None Required	Republic Act 1080
30	Engineering Assistant	8	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub professional) First Level Eligibility
31	Engineering Assistant	8	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service(Sub professional)First Level Eligibility
32	Instrumentman	5	High School Graduate or completion of relevant vocational / trade course	None Required	None Required	None Required (MC 11, s. 96- Cat. III)
33	Engineer III	19	Bachelor's degree in Engineering relevant to the job	2 years of relevant experience	8 hours of relevant training	Republic Act 1080
34	Engineer II	16	Bachelor's degree in Engineering relevant to the job	1 year of relevant experience	4 hours of relevant training	Republic Act 1080
35	Engineer II	16	Bachelor's degree in Engineering relevant to the job	1 year of relevant experience	4 hours of relevant training	Republic Act 1080
36	Architect II	16	Bachelor's degree in Architecture	1 year of relevant experience	4 hours of relevant training	Republic Act 1080
37	Draftsman III	11	Completion of two years studies in College or High School Graduate w/ relevant vocational / trade course	2 years of relevant experience	8 hours of relevant training	Career Service (Subprofessional) Draftsman or Illustrator (Memorandum Circular 11, s. 96 – Category 1) First Level Eligibility
38	Draftsman II	8	Completion of two years studies in College or High School Graduate w/ relevant vocational / trade course	1 year of relevant experience	4 hours of relevant training	Career Service (Sub professional) Draftsman or Illustrator (Memorandum Circular 11, s. 96 – Category 1) First Level Eligibility

39	Draftsman II	8	Completion of two years studies in College or High School Graduate w/ relevant vocational / trade course	1 year of relevant experience	4 hours of relevant training	Career Service (Sub professional) Draftsman or Illustrator (Memorandum Circular 11, s. 96 – Category 1) First Level Eligibility
40	Engineering Assistant	8	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant train	Career Service (Subprofessional) First Level Eligibility
41	Laboratory Technician I	6	Completion of two years studies in College	None required	None required	None required (Memorandum Circular 11, s. 96 - Category III)
42	Engineer III	19	Bachelor's degree in Engineering relevant to the job	2 years of relevant experience	8 hours of relevant training	Republic Act 1080
43	Engineer I	12	Bachelor's degree in Engineering relevant to the job	None Required	None Required	Republic Act 1080
44	Engineer I	12	Bachelor's degree in Engineering relevant to the job	None Required	None Required	Republic Act 1080
45	Building Inspector <i>Note: Devolved functions (per Presidential Decree 1096 or National Building Code)</i>	11	Bachelors degree relevant to the job	<i>None required</i>	<i>None required</i>	Career Service (Professional) Second Level Eligibility
46	Building Inspector <i>Note: Devolved functions (per Presidential Decree 1096 or National Building Code)</i>	11	Bachelors degree relevant to the job	<i>None required</i>	<i>None required</i>	Career Service (Professional) Second Level Eligibility
47	Electrical Inspector II	8	High School Graduate or Completion of relevant vocational/ trade course	1 year of relevant experience	4 hours of relevant training	Electrician (Building Wiring) (-250 volts) (Memorandum Circular 11,s. 96-Category I)
48	Electrical Inspector II	8	High School Graduate or Completion of relevant vocational/ trade course	1 year of relevant experience	4 hours of relevant training	Electrician (Building Wiring) (-250 volts) (Memorandum Circular 11,s. 96-Category I)
49	Engineer IV	22	Bachelor's degree in Engineering relevant to the job	3 years of relevant experience	16 hours of relevant training	Republic Act 1080
50	Engineer II	16	Bachelor's degree in Engineering relevant to the job	1 year of relevant experience	4 hours of relevant training	Republic Act 1080
51	Welder Foreman	9	High School Graduate or Completion of relevant vocational/ trade course	1 year of relevant experience	4 hours of relevant training	Welder (Memorandum Circular 11, s. 96-Category I)
52	Warehouseman II	8	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub professional) First Level Eligibility

53	Administrative Aide IV (Mechanic 1)	4	High School Graduate or Completion of relevant vocational/ trade course	None required	None required	Mechanic (Memorandum Circular 11, s. 96-Category I)
54	Engineer II	16	Bachelor's degree in Engineering relevant to the job	1 year of relevant experience	4 hours of relevant training	Republic Act 1080
55	Administrative Assistant III (Mechanic III)	9	High School Graduate or Completion of relevant vocational/ trade course	1 year of relevant experience	4 hours of relevant training	Mechanic (Memorandum Circular 11, s. 96-Category I)
56	Administrative Aide VI (Mechanic II)	6	High School Graduate or Completion of relevant vocational/ trade course	None required	None required	Mechanic (Memorandum Circular 11, s. 96-Category I)
57	Engineering Aide	4	High School Graduate or completion of relevant vocational/ trade course	None Required	None Required	None required (Memorandum Circular 11, s. 96-Category III)

## CITY GENERAL SERVICES OFFICE

Item No.	Position Title	Salary Grade	Qualification Standards			
			Education	Experience	Training	Eligibility
01	City General Services Officer I	25	Bachelor's degree in Public Administration, Business Administration and Management	5 years' experience in general services, including management of supplies, property, solid waste disposal and general sanitation	None	First grade or its equivalent
2	Administrative Officer IV (Administrative Officer II)	15	Bachelor's Degree	1 year of relevant Experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility
3	Administrative Assistant II (Administrative Assistant)	8	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career service (Sub professional) First Level Eligibility
4	Administrative Aide VI (Clerk III)	6	Completion of two years studies in college	None required	None required	Career Service (Sub professional) First Level Eligibility
5	Administrative Aide IV (Reproduction Machine Operator II)	4	Elementary School Graduate	None required	None required	None required (MC 11. s. 96- Cat. III)
6	Administrative Aide IV (Driver II)	4	Elementary School Graduate	None required	None required	Driver License (MC 11,s.96- Cat II)
7	Administrative Aide III (Utility Worker II)	3	Must be able to read and write	None required	None required	None required (MC 11, s. 96 – Cat. III)
8	Supervising Administrative Officer (Administrative Officer IV)	22	Bachelor's Degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility
9	Administrative Officer V (Administrative Officer III)	18	Bachelor's Degree	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility

10	Administrative Officer II (Administrative Officer I)	11	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility
11	Administrative Assistant III (Secretary II)	9	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) First Level Eligibility
12	Administrative Aide IV (Bookbinder II)	4	Elementary School Graduate	None Required	None Required	None required (MC 11. s. 96- Cat. III)
13	Administrative Officer II (Administrative Officer I)	11	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility
14	Administrative Assistant III (Secretary II)	9	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub professional) First Level Eligibility
15	Administrative Officer V (Supply Officer III)	18	Bachelor's Degree	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility
16	Administrative Officer III (Supply Officer II)	14	Bachelor's Degree	2 years of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility
17	Administrative Assistant III (Storekeeper III)	9	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub professional) First Level Eligibility
18	Administrative Assistant III (Buyer III)	9	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub professional) First level Eligibility
19	Administrative Aide IV (Storekeeper I)	4	Elementary Graduate	None Required	None Required	None Required (MC 11,s. 96-Cat. III)
20	Administrative Officer III (Records Officer II)	14	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility
21	Administrative Aide VI (Clerk III)	6	Completion of two years studies in college	None required	None required	Career Service (Sub professional) First Level Eligibility
22	Administrative Aide VI (Clerk III)	6	Completion of two years studies in college	None required	None required	Career Service (Sub professional) First Level Eligibility
23	Administrative Aide IV (Bookbinder II)	4	Elementary School Graduate	None Required	None Required	None Required (MC 11,s. 96-Cat. III)
24	Administrative Officer IV (Administrative OfficerII)	15	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second level Eligibility
25	Administrative Aide IV (Clerk II)	4	Completion of two years studies in college	None Required	None Required	Career Service (Sub professional) First Level Eligibility

26	Construction and Maintenance General Foreman	11	High School Graduate	2 years of relevant experience	8 hours of relevant training	None Required (MC 11,s. 96-Cat. III)
27	Administrative Assistant II (Labor General Foreman)	8	High School Graduate	1 year of relevant experience	4 hours of relevant training	None Required (MC 11,s. 96-Cat. III)
28	Administrative Aide V (Carpenter II)	5	Elementary School Graduate	None required	None required	Carpenter (MC 11,s. 96-Cat. I)
29	Administrative Aide V (Carpenter II)	5	Elementary School Graduate	None required	None required	Carpenter (MC 11,s. 96-Cat. I)
30	Administrative Aide V (Carpenter II)	5	Elementary School Graduate	None required	None required	Carpenter (MC 11,s. 96-Cat. I)
31	Administrative Aide VI (Electrician II)	6	High School Graduate or Completion of relevant vocational/ trade course	None Required	None Required	Electrician (Building Wiring) (-250 volts) (MC 11,s. 96- cat. I)
32	Administrative Aide VI (Electrician II)	6	High School Graduate or Completion of relevant vocational/ trade course	None Required	None Required	Electrician (Building Wiring) (-250 volts) (MC 11,s. 96- cat. I)
33	Administrative Aide VI (Labor Foreman)	6	High School Graduate	None Required	None Required	None Required (MC 11,s. 96-Cat. III)
34	Administrative Aide V (Plumber II)	5	Elementary School Graduate	None required	None required	Pipefitter or Plumber (MC 11,s. 96-Cat. I)
35	Administrative Aide V (Plumber II)	5	Elementary School Graduate	None required	None required	Pipefitter or Plumber (MC 11,s. 96-Cat. I)
36	Administrative Aide VI (Artist Illustrator I)	6	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Career Service (Sub professional) Draftsman or Illustrator (MC 11. S. 96-Cat. I) First level Eligibility
37	Administrative Aide V (Painter II)	5	Elementary School Graduate	None required	None required	Painter (MC 11,s. 96-Cat. I)
38	Administrative Assistant III (Communication Equipment Operator III)	9	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	1 year of relevant experience	4 hours of relevant training	Appropriate License (MC 11,s. 96-Cat. II)  First Class Radio Telephone Operator (RA 3846, Radio Law)  Or Government Radio Operator Certificate (GROC) (MC No. 04-06-2014)

39	Administrative Aide VI (Communication Equipment Operator II)	6	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	None Required	None Required	Appropriate License (MC 11,s. 96-Cat. II)  First Class Radio Telephone Operator (RA 3846, Radio Law)  Or Government Radio Operator Certificate (GROC) (MC No. 04-06-2014)
40	Administrative Aide VI (Communication Equipment Operator II)	6	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	None Required	None Required	Appropriate License (MC 11,s. 96-Cat. II)  First Class Radio Telephone Operator (RA 3846, Radio Law)  Or Government Radio Operator Certificate (GROC) (MC No. 04-06-2014)
41	Administrative Aide VI (Communication Equipment Operator II)	6	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	None Required	None Required	Appropriate License (MC 11,s. 96-Cat. II) First Class Radio Telephone Operator (RA 3846, Radio Law) Or Government Radio Operator Certificate (GROC) (MC No. 04-06-2014)
42	Administrative Aide VI (Communication Equipment Operator II)	6	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	None Required	None Required	Appropriate License (MC 11,s. 96-Cat. II)  First Class Radio Telephone Operator (RA 3846, Radio Law)  Or Government Radio Operator Certificate (GROC) (MC No. 04-06-2014)
43	Administrative Aide VI (Communication Equipment Operator II)	6	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	None Required	None Required	Appropriate License (MC 11,s. 96-Cat. II)  First Class Radio Telephone Operator (RA 3846, Radio Law)  Or Government Radio Operator Certificate (GROC) (MC No. 04-06-2014)
44	Administrative Aide VI (Communication Equipment Operator II)	6	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	None Required	None Required	Appropriate License (MC 11,s. 96-Cat. II)  First Class Radio Telephone Operator (RA 3846, Radio Law)  Or Government Radio Operator Certificate (GROC)



						(MC No. 04-06-2014)
45	Administrative Aide VI (Communication Equipment Operator II)	6	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	None Required	None Required	Appropriate License (MC 11, s. 96-Cat. II)  First Class Radio Telephone Operator (RA 3846, Radio Law)  Or Government Radio Operator Certificate (GROC) (MC No. 04-06-2014)
46	Administrative Aide VI (Communication Equipment Operator II)	6	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	None Required	None Required	Appropriate License (MC 11, s. 96-Cat. II) First Class Radio Telephone Operator (RA 3846, Radio Law) Or Government Radio Operator Certificate (GROC) (MC No. 04-06-2014)
47	Park Maintenance Foreman	8	High School Graduate	1 year of relevant experience	4 hours of relevant training	None Required (MC 11, s. 96-Cat. III)
48	Park Attendant II	4	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96-Cat. III)
49	Park Attendant II	4	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96-Cat. III)
50	Park Attendant II	4	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96-Cat. III)
51	Park Attendant II	4	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96-Cat. III)
52	Park Attendant II	4	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96-Cat. III)
53	Park Attendant II	4	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96-Cat. III)
54	Park Attendant II	4	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96-Cat. III)
55	Park Attendant II	4	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96-Cat. III)
56	Park Attendant II	4	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96-Cat. III)
57	Security Officer II	15	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility

58-73	Security Guard II	5	High School Graduate	None required	None required	Security Guard License (MC 11, s. – Cat. II)
59	Security Guard II	5	High School Graduate	None required	None required	Security Guard License (MC 11, s. – Cat. II)
60	Security Guard II	5	High School Graduate	None required	None required	Security Guard License (MC 11, s. – Cat. II)
61	Security Guard II	5	High School Graduate	None required	None required	Security Guard License (MC 11, s. – Cat. II)
62	Security Guard II	5	High School Graduate	None required	None required	Security Guard License (MC 11, s. – Cat. II)
63	Security Guard II	5	High School Graduate	None required	None required	Security Guard License (MC 11, s. – Cat. II)
64	Security Guard II	5	High School Graduate	None required	None required	Security Guard License (MC 11, s. – Cat. II)
65	Security Guard II	5	High School Graduate	None required	None required	Security Guard License (MC 11, s. – Cat. II)
66	Security Guard II	5	High School Graduate	None required	None required	Security Guard License (MC 11, s. – Cat. II)
67	Security Guard II	5	High School Graduate	None required	None required	Security Guard License (MC 11, s. – Cat. II)
68	Security Guard II	5	High School Graduate	None required	None required	Security Guard License (MC 11, s. – 69Cat. II)
69	Security Guard II	5	High School Graduate	None required	None required	Security Guard License (MC 11, s. – 69Cat. II)
70	Security Guard II	5	High School Graduate	None required	None required	Security Guard License (MC 11, s. – 69Cat. II)
71	Security Guard II	5	High School Graduate	None required	None required	Security Guard License (MC 11, s. – 69Cat. II)
72	Security Guard II	5	High School Graduate	None required	None required	Security Guard License (MC 11, s. – 69Cat. II)
73	Security Guard II	5	High School Graduate	None required	None required	Security Guard License (MC 11, s. – 69Cat. II)

## CITY HUMAN RESOURCE MANAGEMENT OFFICE

Item No.	Position Title	Salary Grade	Qualification Standard			
			Education	Experience	Training	Eligibility

1	City Government Department Head I	25	Bachelor's Degree	5 years in position involving management and supervision	32 hours of training in Management and Supervision	Career Service (Professional) Second Level Eligibility
2	Administrative Assistant II (HRMA)	8	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub professional) First level Eligibility
3	Administrative Aide III (Utility Worker II)	3	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96-Cat.III)
4	Supervising Administrative Officer (HRMO IV)	22	Bachelor's Degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility
5	Administrative Officer IV (HRMO II)	15	Bachelors Degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility
6	Administrative Officer II (HRMO I)	11	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility
7	Administrative Officer II (HRMO I)	11	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility
8	Administrative Assistant II (HRMA)	8	Completion of two years studies in College	1 year of relevant experience	4 hours of relevant training	Career Service (Sub professional) First level Eligibility
9	Administrative Assistant II (HRMA)	8	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub professional) First level Eligibility
10	Administrative Officer IV(HRMO II)	15	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility
11	Administrative Officer II (HRMO I)	11	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility
12	Administrative Assistant II(HRMA)	8	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub professional) First level Eligibility
13	Administrative Assistant II (HRMA)	8	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub professional) First level Eligibility

## CITY INVESTMENT AND TOURISM OFFICE

Item No	Position Title	Salary Grade	Qualification Standards			
			Education	Experience	Training	Eligibility
1	City Government Department Head I (City Investment and Tourism Officer)	25	Bachelor's Degree	5 years in position/s involving management and supervision	32 hours of training in management and supervision	Career Professional) Second Level Eligibility
2	Administrative Assistant	9	Completion of 2 years	1 year of relevant	4 hours of relevant	Career Service (Sub-

	III (Computer Operator II)		studies in college or High School Graduate with relevant vocational /trade course	experience	training	professional) First Level Eligibility Data Encoder (MC 11. S. 96 Cat. I)
3	Administrative Aide IV (Driver II)	4	Elementary School Graduate	None Required	None Required	Driver's License (MC. 11, s. 96 Cat. II)
4	<b>Development Management Officer IV</b>	22	Bachelor's Degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility
5	Senior Tourism Operations Officer	18	Bachelor's Degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility
6	Tourism Operations Officer II	15	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility
7	Tourism Operations Officer I	11	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility
8	Tourist Receptionist II	10	Completion of two years studies in college	2 years of relevant experience	8 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility
9	Tourism Operations Officer II	15	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility
10	Tourism Operations Officer I	11	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility
11	Tourist Receptionist II	10	Completion of two years studies in college	2 years of relevant experience	8 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility
12	Development Management Officer III	18	Bachelor's Degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility
13	Development Management Officer II	15	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility
14	Development Management Officer I	11	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility
15	Development Management Officer II	15	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility
16	Development Management Officer I	11	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility
17	Administrative Assistant III (Computer Operator II)	9	Completion of 2 years studies in college or High School Graduate with relevant vocational/ trade course	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional) First Level Eligibility Data Encoder (MC.11 s. 96, Cat. I)

## CITY LEGAL OFFICE

Item No.	Position Title	Salary Grade	Qualification Standards			
			Education	Experience	Training	Eligibility
1	City Legal Officer I	25	Bachelor of Laws	5 years experience in the practice of law	None	R.A. 1080

2	City Government Assistant Department Head I	23	Bachelor's Degree	3 years of relevant experience	16 Hours of relevant training	Civil Service (Professional) Second Level Eligibility
3	Supervising Administrative Officer (Administrative Officer IV)	22	Bachelor's Degree	3 years of relevant experience	16 Hours of relevant training	Career Service (Professional) Second level Eligibility
4	Administrative Officer V (Administrative Officer III)	18	Bachelor's Degree	2 Years of relevant experience	8 Hours of relevant training	Career Service (Professional) Second level Eligibility
5	Administrative Officer IV (Administrative Officer II)	15	Bachelor's Degree	1 Year of relevant experience	4 Hours of relevant training	Career Service (Professional) Second Level Eligibility
6	Administrative Officer IV (Administrative Officer II)	15	Bachelor's Degree	1 Year of relevant experience	4 Hours of relevant training	Career Service (Professional) Second level Eligibility
7	Administrative Aide IV (Driver II)	4	Elementary School Graduate	None Required	None Required	Driver License (MC II, S. 96-Cat II)
8	Administrative Aide III (Utility Worker II)	3	Must be able to read and write	None Required	None Required	None Required (MC 11, s 96, Cat III)
9	Administrative Officer V (Administrative Officer III)	18	Bachelor's Degree	2 Years of relevant experience	8 Hours of relevant training	Career Service (Professional) Second level Eligibility
10	Administrative Officer IV (Administrative Officer II)	15	Bachelor's Degree	1 Year of relevant experience	4 Hours of relevant training	Career Service (Professional) Second level Eligibility

## CITY PLANNING AND DEVELOPMENT OFFICE

Item No.	Position Title	Salary Grade	QUALIFICATION STANDARDS			
			Education	Experience	Training	Eligibility
1	City Planning and Development Coordinator I	25	Bachelor's Degree preferably Urban Planning, Development Studies, Economics, Public Administration or any related Course	5 yrs in government planning or any related field	None	First grade or its equivalent
2	Administrative Officer II (Administrative Officer I)	11	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility
3	Administrative Aide IV ( Driver II)	4	Elementary School graduate	None Required	None Required	Driver License (MC 11,s. 96-Cat II)
4	Administrative Aide III (Utility Worker II)	3	Elementary School graduate	None Required	None Required	None Required (MC 11,s. 96-Cat III)
5	Planning Officer IV	22	Bachelor's Degree relevant to the job	3 yrs of relevant experience	16 hrs. of relevant training	Career Service (Prof.) Second Level Eligibility
6	Planning Officer III	18	Bachelor's Degree relevant to the job	2 yrs of relevant experience	8 hrs. of relevant training	Career Service (Professional) Second Level Eligibility
7	Planning Officer II	15	Bachelor's Degree relevant to	1 year of	4 hrs.of	Career Service

			the job	relevant experience	relevant training	(Professional) Second Level Eligibility
8	Planning Officer II	15	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hrs.of relevant training	Career Service (Professional) Second Level Eligibility
9	Planning Officer I	11	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility
10	Project Development Officer III	18	Bachelor's Degree relevant to the job	2 yrs of relevant experience	8 hrs.of relevant training	Career Service (Professional) Second Level Eligibility
11	Statistician II	15	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hrs.of relevant training	Career Service (Professional) Second Level Eligibility
12	Economist II	15	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hrs.of relevant training	Career Service (Professional) Second Level Eligibility
13	Project Development Assistant	8	Completion of 2 years studies in college	1 year of relevant experience	4 hrs. of relevant training	Career Service (Sub-Professional) First Level Eligibility
14	Project Development Officer III	18	Bachelor's Degree relevant to the job	2 years of relevant experience	8 hrs. of relevant training	Career Service (Professional) Second Level Eligibility
15	Draftsman III	11	Completion of 2 years studies in college or high school graduate with relevant vocational/trade course	2 years of relevant experience	8 hrs of relevant training	Career Service (Sub-Professional) Draftsman or Illustrator (MC 11, s. 96-Cat. 1) First Level Eligibility
16	Administrative Assistant III (Computer Operator II)	9	Completion of 2 yrs .studies in college or high school graduate with relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility Data Encoder (MC 11,s 96, Cat.1)
17	Project Development Officer IV	22	Bachelor's Degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility
18	Planning Officer III	18	Bachelor's Degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility
19	Zoning Officer II	15	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility
20	Zoning Inspector II	8	Completion of 2 years studies in college	1 year relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility
21	Zoning Inspector II	8	Completion of 2 years studies in college	1 year relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility
22	Zoning Inspector II	8	Completion of 2 years studies in college	1 year relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility
23	Planning Officer III	18	Bachelor's Degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility

24	Planning Officer II	15	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility
25	Housing & Homesite Regulation Officer I	11	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility
26	Housing & Homesite Regulation Officer III	16	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility
27	Housing & Homesite Regulation Officer I	11	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility
28	Housing & Homesite Regulation Assistant	8	Completion of 2 years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility

## CITY SOCIAL WELFARE AND DEVELOPMENT OFFICE

Item No.	Position Title	Salary Grade	Qualification Standards			
			Education	Experience	Training	Eligibility
1	City Social Welfare and Development Officer I	25	Bachelor Degree of Social Work or Bachelor's Degree preferably in Sociology or any related course	5 years' experience in the practice of Social Work	None	RA 1080-Social Worker
2	Administrative Officer II (Administrative Officer I)	11	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility
3	Social Welfare Assistant	8	Completion of two years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sup professional) First Level eligibility
4	Administrative Aide III (Utility Worker II)	3	Must be able to read and write	None	None	None Required (MC s. 96-Cat. III)
5	Social Welfare Officer IV	22	Bachelor degree in Social Work	3 years of relevant experience	16 hours relevant training	RA 1080 (Social Worker)
6	Social Welfare Officer III	18	Bachelor degree in Social Work	2 years relevant experience	8 hours relevant training	RA 1080 (Social Worker)
7	Social Welfare Officer II	15	Bachelor's degree in Social Work	1 year relevant experience	8 hours relevant training	RA 1080 (Social Worker)
8	Psychologist I	11	Bachelor's Degree in Psychology	None Required	None Required	Career Service (Professional) Second Level Eligibility
9	Social Welfare Officer III	18	Bachelor's degree in Social Work	2 years relevant experience	8 hours relevant training	RA 1080 (Social Worker)

10	Social Welfare Officer I	11	Bachelor's degree of Social Work	None Required	None required	RA 1080 (Social Worker)
11	Social Welfare Officer I	11	Bachelor's degree of Social Work	None Required	None required	RA 1080 (Social Worker)
12	Social Welfare Assistant	8	Completion of two years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub-Professional) First Level eligibility
13	Social Welfare Assistant	8	Completion of two years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub-Professional) First Level eligibility
14	Social Welfare Officer II	15	Bachelor's degree in Social Work	1 year relevant experience	8 hours relevant training	RA 1080 (Social Worker)
15	Social Welfare Officer I	11	Bachelor's degree of Social Work	None Required	None required	RA 1080 (Social Worker)
16	Social Welfare Officer I	11	Bachelor's degree of Social Work	None Required	None required	RA 1080 (Social Worker)
17	Social Welfare Officer I	11	Bachelor's degree of Social Work	None Required	None required	RA 1080 (Social Worker)
18	Social Welfare Assistant	8	Completion of two years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub-Professional) First Level eligibility
19	Day Care Worker II	8	High School Graduate	1 year relevant experience	4 hours of relevant training	None required (MC 11, s. 96-Cat. III)
20	Day Care Worker II	8	High School Graduate	1 year relevant experience	4 hours of relevant training	None required (MC 11, s. 96-Cat. III)
21	Day Care Worker II	8	High School Graduate	1 year relevant experience	4 hours of relevant training	None required (MC 11, s. 96-Cat. III)
22	Social Welfare Officer I	11	Bachelor's degree of Social Work	None Required	None required	RA 1080 (Social Worker)
23	Social Welfare Assistant	8	Completion of two years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub-Professional) First Level eligibility

## CITY TREASURER'S OFFICE

Item No.	Position Title	Salary Grade	Qualification Standards			
			Education	Experience	Training	Eligibility
1	City Treasurer I	25	Bachelor's degree preferably in Commerce, Public Administration or Law	5 years experience in treasury or accounting service	None	First grade or its equivalent (Career Service Professional)
2	Assistant City Treasurer	23	Bachelor's degree preferably in Commerce, Public Administration or Law	5 years experience in treasury or accounting service	None	First grade or its equivalent (Career Service Professional)
3	Administrative Assistant I (Computer Operator I)	7	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None Required	None Required	Career Service (Sub-professional) Data Encoder (MC 11, s. 96-Cat I) or First Level Eligibility
4	Administrative Aide IV (Driver II)	4	Elementary School Graduate	None Required	None Required	Driver License (MC 11, s. 96 - Cat II)



5	Administrative Aide III (Utility Worker II)	3	Must be able to read and write	None Required	None Required	Non-Required (MC 11, s. 96-Cat III)
6	Local Revenue Collection Officer IV	22	Bachelor's degree	3 years of relevant experience	16 hours of relevant trainings	Career Service (Professional) Second Level Eligibility
7	Local Treasury Operations Officer III	18	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility
8	Local Treasury Operations Officer I	11	Bachelor's degree	None Required	None Required	Career Service (Professional) Second Level Eligibility
9	Local Treasury Operations Assistant	8	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility
10	Administrative Officer V (Cashier III)	18	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility
11	Administrative Officer III (Cashier II)	14	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility
12	Administrative Officer I (Cashier I)	10	Bachelor's degree	None Required	None Required	Career Service (Professional) Second Level Eligibility
13	Administrative Assistant II (Disbursing Officer II)	8	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility
14	Local Revenue Collection Officer III	18	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility
15	Local Revenue Collection Officer I	11	Bachelor's degree	None Required	None Required	Career Service (Professional) Second Level Eligibility
16	Revenue Collection Clerk III	9	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility
17	Revenue Collection Clerk III	9	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility
18	Revenue Collection Clerk III	9	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility
19	Revenue Collection Clerk III	9	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility
20	Revenue Collection Clerk III	9	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility
21	Revenue Collection Clerk III	9	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility
22	Local Revenue Collection Officer III	18	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility

23	Local Revenue Collection Officer II	15	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility
24	Local Revenue Collection Officer I	11	Bachelor's degree	None Required	None Required	Career Service (Professional) Second Level Eligibility
25	Local Revenue Collection Officer I	11	Bachelor's degree	None Required	None Required	Career Service (Professional) Second Level Eligibility
26	Revenue Collection Clerk III	9	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility
27	Revenue Collection Clerk III	9	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility
28	Revenue Collection Clerk III	9	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility
29	Revenue Collection Clerk II	7	Completion of two years studies in college	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility
30	Revenue Collection Clerk I	5	Completion of two years studies in college	None Required	None Required	Career Service (Sub-Professional) or First Level Eligibility
31	Revenue Collection Clerk I	5	Completion of two years studies in college	None Required	None Required	Career Service (Sub-Professional) or First Level Eligibility
32	Revenue Collection Clerk I	5	Completion of two years studies in college	None Required	None Required	Career Service (Sub-Professional) or First Level Eligibility
33	Revenue Collection Clerk I	5	Completion of two years studies in college	None Required	None Required	Career Service (Sub-Professional) or First Level Eligibility

## CITY VETERINARY OFFICE

Item No.	Position Title	Salary Grade	Qualification Standards			
			Education	Experience	Training	Eligibility
1	City Veterinarian I	25	Doctor of Veterinary Medicine	3years Experience in the practice of Veterinary Medicine	None	RA 1080
2	Administrative Assistant I (Computer Operator I)	7	Completion of two years studies in college or High School Graduate with relevant vocational trade course	None required	None required	Career Service (Sub-Professional) Data Encoder (MC 11, s 96, Cat 1) First Level Eligibility
3	Veterinarian IV	22	Doctor of Veterinary Medicine	3 years relevant experience	16 hrs relevant training	RA 1080
4	Meat Inspector III	11	Completion of two years studies in college	2 years of relevant experience	8 hours of relevant training	1 <sup>st</sup> level ( Meat Inspector passer/ sub-

						professional
5	Meat Inspector III	11	Completion of two years studies in college	2 years of relevant experience	8 hours of relevant training	1 <sup>st</sup> level ( Meat Inspector passer/ sub-professional
6	Meat Inspector III	11	Completion of two years studies in college	2 years of relevant experience	8 hours of relevant training	1 <sup>st</sup> level ( Meat Inspector passer/ sub-professional
7	Livestock Inspector II	8	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional) First Level Eligibility
8	Animal Keeper II	6	Must be able to read and write	None Required	None Required	None Required (MC 11, s 96, Cat. III)
9	Animal Keeper II	6	Must be able to read and write	None Required	None Required	None Required (MC 11, s 96, Cat. III)
10	Animal Keeper II	6	Must be able to read and write	None Required	None Required	None Required (MC 11, s 96, Cat. III)
11	Animal Keeper II	6	Must be able to read and write	None Required	None Required	None Required (MC 11, s 96, Cat III)
12	Animal Keeper II	6	Must be able to read and write	None Required	None Required	None Required (MC 11, s 96, Cat III)
13	Laboratory Aide II	4	Elementary School Graduate	None Required	None Required	None Required (MC 11, s 96, Cat III)
14	Senior Agriculturist	18	Bachelor degree in agriculture on Allied Courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	2 years of relevant experience	8 hours of relevant training	Relevant RA1080
15	Animal Keeper II	6	Must be able to read and write	None Required	None Required	None Required (MC 11, s 96, Cat III)
16	Animal Keeper II	6	Must be able to read and write	None Required	None Required	None Required (MC 11, s 96, Cat III)
17	Animal Keeper II	6	Must be able to read and write	None Required	None Required	None Required (MC 11, s 96, Cat III)
18	Animal Keeper II	6	Must be able to read and write	None Required	None Required	None Required (MC 11, s 96, Cat III)
19	Animal Keeper II	6	Must be able to read and write	None Required	None Required	None Required (MC 11, s 96, Cat III)

# CITY ADMINISTRATOR'S OFFICE

Item No	Position Title	Salary Grade	Qualification Standards			
			Education	Experience	Training	Eligibility
1	City Administrator	25	Bachelor's Degree preferably in Public Administration, Law or any related course	5 years experience in management and administration work	None	First Grade or its equivalent
2	City Government Assistant Department Head I	23	Bachelor's Degree	3 years of relevant experience	16 hours of relevant training	Career Professional) Second Level Eligibility
3	Administrative Officer II (Administrative Officer I)	11	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility
4	Administrative Assistant I (Computer Operator I)	7	Completion of two years studies in college or High School Graduate with relevant vocational trade course	None required	None required	Career Service (Sub-Professional) Data Encoder (MC 11, s 96, Cat 1) First Level Eligibility
5	Administrative Aide VI (Clerk III)	6	Completion of two years studies in college	None required	None required	Career Service (Sub professional) First Level Eligibility
6	Administrative Aide III (Utility Worker II)	3	Must be able to read and write	None required	None required	None required (MC 11, s. 96 – Cat. III)
7	Administrative Aide III (Utility Worker II)	3	Must be able to read and write	None required	None required	None required (MC 11, s. 96 – Cat. III)
8	Information Technology Officer II	22	Bachelor's Degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Professional) Second Level Eligibility
9	Information System Analyst II	16	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Professional) Second Level Eligibility
10	Computer Maintenance Technologist I	11	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility
11	Computer Programmer III	18	Bachelor's Degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility
12	Computer Programmer III	18	Bachelor's Degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility
13	Computer Programmer III	18	Bachelor's Degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility
14	Internal Auditor III	18	Bachelor's Degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility
15	Internal Auditor II	15	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Professional) Second Level Eligibility
16	Internal Auditor III	18	Bachelor's Degree	2 years of relevant	8 hours of relevant	Career Service

			relevant to the job	experience	training	(Professional) Second Level Eligibility
17	Internal Auditor II	15	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility
18	Development Management Officer IV	22	Bachelor's Degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Professional) Second Level Eligibility
19	Public Utilities Regulation Officer I	11	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility
20	Market Inspector II	8	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional) First Level Eligibility
21	Market Inspector II	8	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional) First Level Eligibility
22	Market Inspector II	8	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional) First Level Eligibility
23	Administrative Aide VI (Clerk III)	6	Completion of two years studies in college	None required	None required	Career Service (Sub professional) First Level Eligibility
24	Slaughterhouse Master I	10	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility
25	Administrative Aide IV (Driver II)	4	Elementary School Graduate	None required	None required	Driver License (MC 11,s.96- Cat II)
26	Administrative Aide III (Utility Worker II)	3	Must be able to read and write	None required	None required	None required (MC 11, s. 96 – Cat. III)
27	Public Utilities Regulation Officer I	11	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility
28	Public Services Assistant	8	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional) First Level Eligibility
29	Administrative Aide VI (Clerk III)	6	Completion of two years studies in college	None required	None required	Career Service (Sub professional) First Level Eligibility
30	Special Operations Officer III	18	Bachelor's Degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Professional) Second Level Eligibility
31	Public Services Assistant	8	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional) First Level Eligibility
32	Administrative Aide VI (Clerk III)	6	Completion of two years studies in college	None required	None required	Career Service (Sub professional) First Level Eligibility
33	Administrative Aide III (Utility Worker II)	3	Must be able to read and write	None required	None required	None required (MC 11, s. 96 – Cat. III)
34	Administrative Aide III	3	Must be able to read	None required	None required	None required

	(Utility Worker II)		and write			(MC 11, s. 96 – Cat. III)
35	Administrative Aide III (Utility Worker II)	3	Must be able to read and write	None required	None required	None required (MC 11, s. 96 – Cat. III)
36	Administrative Aide III (Utility Worker II)	3	Must be able to read and write	None required	None required	None required (MC 11, s. 96 – Cat. III)

## CITY HEALTH OFFICE

Item No.	Position Title	Salary Grade	Qualification Standards			
			Education	Experience	Training	Eligibility
1	City Health Officer II	25	Doctor of Medicine	5 years experience as medical practitioner	None	RA 1080
2	Administrative Officer IV (Administrative Officer II)	15	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	Career Service Professional Second Level Eligibility
3	Administrative Assistant III (Computer Operator II)	9	Completion of 2 years studies in college or High School Graduate with relevant vocational/ trade course	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional) First Level Eligibility Data Encoder (MC.11 s. 96, Cat. I)
4	Administrative Aide IV ( Driver II)	4	Elementary School graduate	None Required	None Required	Driver License (MC 11,s. 96-Cat II)
5	Administrative Aide III (Utility Worker II)	3	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96-Cat.III)
6	Rural Health Physician	24	Doctor of Medicine	2 years of relevant experience	8 hours of relevant training	RA 1080
7	Rural Health Physician	24	Doctor of Medicine	2 years of relevant experience	8 hours of relevant training	RA 1080
8	Rural Health Physician	24	Doctor of Medicine	2 years of relevant experience	8 hours of relevant training	RA 1080
9	Rural Health Physician	24	Doctor of Medicine	2 years of relevant experience	8 hours of relevant training	RA 1080
10	Nurse II	15	Bachelor of Science in Nursing	1 year of relevant experience	4 hours of relevant training	RA 1080
11	Nurse II	15	Bachelor of Science in Nursing	1 year of relevant experience	4 hours of relevant training	RA 1080
12	Nurse II	15	Bachelor of Science in Nursing	1 year of relevant experience	4 hours of relevant training	RA 1080
13	Pharmacist II	15	Bachelor of Science in Nursing	1 year of relevant experience	4 hours of relevant training	RA 1080
14	Nurse III	17	Bachelor of Science in Nursing	1 year of relevant experience	4 hours of relevant training	RA 1080
15	Administrative Aide IV (Driver II)	4	Elementary School graduate	None Required	None Required	Driver License (MC 11,s. 96-Cat II)

16	Administrative Aide IV (Driver II)	4	Elementary School graduate	None Required	None Required	Driver License (MC 11,s. 96-Cat II)
17	Administrative Aide IV (Driver II)	4	Elementary School graduate	None Required	None Required	Driver License (MC 11,s. 96-Cat II)
18	Nutritionist-Dietitian II	15	Bachelor's degree major in Nutrition, Dietetics or Community Nutrition	1 year of relevant experience	4 hours of relevant training	RA 1080
19	Nutritionist-Dietitian I	11	Bachelor's degree major in Nutrition, Dietetics or Community Nutrition	None Required	None Required	RA 1080
20	Nutritionist-Dietitian I	11	Bachelor's degree major in Nutrition, Dietetics or Community Nutrition	None Required	None Required	RA 1080
21	Medical Technologist II	15	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	1 year of relevant experience	4 hours of relevant training	RA 1080
22	Medical Technologist II	15	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	1 year of relevant experience	4 hours of relevant training	RA 1080
23	Medical Technologist II	15	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	1 year of relevant experience	4 hours of relevant training	RA 1080
24	Laboratory Aide II	4	Elementary School Graduate	None Required	None Required	None Required (MC 11,s.96-Cat. III)
25	Laboratory Aide II	4	Elementary School Graduate	None Required	None Required	None Required (MC 11,s.96-Cat. III)
26	Laboratory Aide II	4	Elementary School Graduate	None Required	None Required	None Required (MC 11,s.96-Cat. III)
27	Sanitation Inspector IV	13	Completion of two years studies in college	3 years of relevant experience	16 hours of relevant training	Career Service ( Subprofessional ) First Level Eligibility
28	Sanitation Inspector III	11	Completion of two years studies in college	2 years of relevant experience	8 hours of relevant training	Career Service ( Subprofessional ) First Level Eligibility
29	Sanitation Inspector III	11	Completion of two years studies in college	2 years of relevant experience	8 hours of relevant training	Career Service ( Subprofessional ) First Level Eligibility
30	Nurse II	15	Bachelor of Science in Nursing	1 year of relevant experience	4 hours of relevant training	RA 1080
31	Nurse II	15	Bachelor of Science in Nursing	1 year of relevant experience	4 hours of relevant training	RA 1080
32	Nurse II	15	Bachelor of Science in Nursing	1 year of relevant experience	4 hours of relevant training	RA 1080
33	Nurse II	15	Bachelor of Science in Nursing	1 year of relevant experience	4 hours of relevant training	RA 1080
34	Midwife III	13	Completion of the Midwifery Course	2 years of relevant experience	8 hours of relevant training	RA 1080
35	Midwife II	11	Completion of the Midwifery Course	1 year of relevant experience	4 hours of relevant training	RA 1080





59	Midwife II	11	Completion of the Midwifery Course	1 year of relevant experience	4 hours of relevant training	RA 1080
60	Midwife II	11	Completion of the Midwifery Course	1 year of relevant experience	4 hours of relevant training	RA 1080
61	Midwife II	11	Completion of the Midwifery Course	1 year of relevant experience	4 hours of relevant training	RA 1080
62	Midwife II	11	Completion of the Midwifery Course	1 year of relevant experience	4 hours of relevant training	RA 1080
63	Nursing Attendant II	6	Elementary School Graduate	None Required	None Required	None Required (MC 11,s.96-Cat. III)
64	Nursing Attendant II	6	Elementary School Graduate	None Required	None Required	None Required (MC 11,s.96-Cat. III)
65	Nursing Attendant II	6	Elementary School Graduate	None Required	None Required	None Required (MC 11,s.96-Cat. III)
66	Population Program Officer II	15	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service Professional Second Level Eligibility
67	Population Program Officer I	11	Bachelor's degree	None Required	None Required	Career Service Professional Second Level Eligibility
68	Population Program Officer I	11	Bachelor's degree	None Required	None Required	Career Service Professional Second Level Eligibility
69	Dentist III	20	Doctor of Dental Medicine or Dental Surgery	2 years of relevant experience	8 hours of relevant training	RA 1080
70	Dentist II	17	Doctor of Dental Medicine or Dental Surgery	1 year of relevant experience	4 hours of relevant training	RA 1080
71	Dentist II	17	Doctor of Dental Medicine or Dental Surgery	1 year of relevant experience	4 hours of relevant training	RA 1080
72	Dental Aide	4	High School Graduate	None Required	None Required	None Required (MC 11,s.96-Cat. III)
73	Dental Aide	4	High School Graduate	None Required	None Required	None Required (MC 11,s.96-Cat. III)
74	Dental Aide	4	High School Graduate	None Required	None Required	None Required (MC 11,s.96-Cat. III)

# CITY MAYOR'S OFFICE

Item No.	Position Title	Salary Grade	Qualification Standards			
			Education	Experience	Training	Eligibility
28	Supervising Administrative Officer (Administrative Officer IV)	22	Bachelors Degree	3 years of relevant experience	16 hours of relevant training	Career Service ( Professional) Second Level Eligibility
29	Administrative Officer V (Administrative Officer III)	18	Bachelor's Degree	2 years of relevant experience	8 hours of relevant training	Career Service ( Professional) Second Level Eligibility
30	Administrative Officer IV (Administrative Officer II)	15	Bachelors Degree	1 year of relevant experience	4 hours of relevant training	Career Service ( Professional) Second Level Eligibility
31	Administrative Officer II (Administrative Officer I)	11	Bachelor Degree	None required	None required	Career Service ( Professional) Second Level Eligibility
32	Administrative Assistant III (Secretary II)	9	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service ( Subprofessional ) First Level Eligibility
33	Administrative Assistant III (Secretary II)	9	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service ( Subprofessional ) First Level Eligibility
34	Administrative Assistant III (Computer Operator II)	9	Completion of two years studies in college or High School graduate with relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	Career Service ( Subprofessional ) Data Encoder ( MC 11 s, 96-Cat I) First Level Eligibility
35	Administrative Aide VI (Clerk III)	6	Completion of two years studies in college	None required	None required	Career Service ( Subprofessional ) First Level Eligibility
36	Administrative Aide VI (Clerk III)	6	Completion of two years studies in college	None required	None required	Career Service ( Subprofessional ) First Level Eligibility
37	Administrative Aide IV (Driver II)	4	Elementary School Graduate	None required	None required	Driver License (MC 11, s. 96- Cat II)
38	Administrative Aide IV (Driver II)	4	Elementary School Graduate	None required	None required	Driver License (MC 11, s. 96- Cat II)
39	Administrative Aide IV (Bookbinder II)	4	Elementary School Graduate	None required	None required	None required (MC II, s. 96- Cat III)
40	Administrative Aide III (Utility Worker II)	3	Must be able to read and write	None required	None required	None required ( MC, s. 96-Cat III)
41	Administrative Aide III (Utility Worker II)	3	Must be able to read and write	None required	None required	None required ( MC, s. 96-Cat III)
42	Administrative Aide III (Utility Worker II)	3	Must be able to read and write	None required	None required	None required ( MC, s. 96-Cat III)
43	Administrative Aide III (Utility Worker II)	3	Must be able to read and write	None required	None required	None required ( MC, s. 96-Cat III)
44	Administrative Officer V (Information Officer III)	18	Bachelor's Degree	2 years of relevant experience	8 hours of relevant training	Career Service Professional (Second level eligibility)
45	Administrative Officer IV (Information Officer II)	15	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	Career Service Professional (Second level eligibility)
46	Administrative Officer II (Information Officer I)	11	Bachelor's Degree	None required	None required	Career Service Professional (Second level)

47	Librarian I	10	Bachelor's Degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library Science	None required	None required	RA1080
48	Administrative Aide IV (Bookbinder II)	4	Elementary School Graduate	None required	None required	None required (MC II, s. 96- Cat III)
49	Labor and Employment Officer III	16	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service ( Professional ( Second Level Eligibility)
50	Labor and Employment Assistant	9	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service ( Subprofessional ) First Level Eligibility
51	Labor and Employment Assistant	9	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service ( Subprofessional ) First Level Eligibility
52	Licensing Officer IV	22	Bachelor's Degree	3 years of relevant experience	16 hrs of relevant training	Career Service (Professional) Second Level Eligibility
53	Licensing Officer II	15	Bachelor's Degree	1 year of relevant experience	4 hrs of relevant training	Career Service (Professional) Second Level Eligibility
54	Licensing Officer I	11	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility
55	License Inspector II	8	Completion of two years studies in college	1 year of relevant experience	4 hrs of relevant training	Career Service ( Subprofessional ) First Level Eligibility
56	Transportation Regulation Officer II	15	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hrs of relevant training	Career Service (Professional) Second Level Eligibility
57	License Inspector II	8	Completion of two years studies in college	1 year of relevant experience	4 hrs of relevant training	Career Service ( Subprofessional ) First Level Eligibility
58	Administrative Aide VI (Clerk III)	6	Completion of two years studies in college	None required	None required	Career Service ( Subprofessional ) First Level Eligibility
59	Community Affairs Officer IV	22	Bachelor degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility
60	Community Affairs Officer II	15	Bachelor degree	1 year of relevant experience	4 hrs of relevant training	Career Service (Professional) Second Level Eligibility
61	Community Affairs Officer I	11	Bachelor degree	None Required	None Required	Career Service (Professional) Second Level Eligibility
62	Community Development Assistant I	7	Completion of two years' studies in college	None Required	None Required	Career Service (Sub Professional) First Level Eligibility

63	Administrative Aide IV (Driver II)	4	Elementary School Graduate	None required	None required	Driver License (MC 11, s. 96- Cat II)
64	Cooperatives Development Specialist II	15	Bachelor's degree relevant to the job	1 year of relevant experience	4 hrs of relevant training	Career Service (Professional) Second Level Eligibility
65	Cooperative Development Specialist I	11	Bachelor degree	None Required	None Required	Career Service (Professional) Second Level Eligibility
66	Planning Assistant	8	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub Professional) First Level Eligibility
67	Development Management Officer II	15	Bachelor's degree relevant to the job	1 year of relevant experience	4 hrs of relevant training	Career Service (Professional) Second Level Eligibility
68	Development Management Officer I	11	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility
69	Administrative Assistant II (Administrative Assistant)	8	Completion of two years' studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub Professional) First Level Eligibility
70	Local Disaster Risk Reduction Management Officer IV	22	Bachelor's Degree	3 years of relevant experience on DRRM	16 hours of relevant training on DRRM	Career Service (Professional) Second Level Eligibility
71	Local Disaster Risk Reduction Management Officer II (Administration and Training)	15	Bachelor's Degree	1 year of relevant experience on DRRM	4 hours relevant training on DRRM	Career Service (Professional) Second Level Eligibility
72	Local Disaster Risk Reduction Management Assistant	8	Completion of two years in college	1 year of relevant experience on DRRM	4 hours relevant training on DRRM	Career Service (Sub-Professional) First Level Eligibility
73	Local Disaster Risk Reduction Management Officer II (Research and Planning)	15	Bachelor's Degree	1 year of relevant experience on DRRM	4 hours of relevant training on DRRM	Career Service (Professional) Second Level Eligibility
74	Local Disaster Risk Reduction Management Assistant	8	Bachelor's degree	1 year of relevant experience on DRRM	4 hours relevant training on DRRM	Career Service (Sub-Professional) First Level Eligibility
75	Local Disaster Risk Reduction Management Officer 1 (Operations and Warning)	11	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility
76	Heavy Equipment Operator II (Backhoe Loader)	6	High school Graduate or Completion of vocational/trade course	None required	None required	Heavy Equipment Operator (MC 11,s.96-Cat. I)
77	Administrative Aide IV (Driver II)	4	Elementary School Graduate	None required	None required	Driver License (MC 11, s. 96- Cat II)
78	Administrative Aide IV (Driver II)	4	Elementary School Graduate	None required	None required	Driver License (MC 11, s. 96- Cat II)

79	Administrative Aide IV (Driver II)	4	Elementary School Graduate	None required	None required	Driver License (MC 11, s. 96- Cat II)
80	Administrative Aide IV (Driver II)	4	Elementary School Graduate	None required	None required	Driver License (MC 11, s. 96- Cat II)
81	Administrative Aide IV (Driver II)	4	Elementary School Graduate	None required	None required	Driver License (MC 11, s. 96- Cat II)
82	Administrative Aide IV (Driver II)	4	Elementary School Graduate	None required	None required	Driver License (MC 11, s. 96- Cat II)
83	Administrative Aide IV (Communications Equipment Operator I)	4	Completion of two years' studies in college or High school Graduate with relevant vocational/trade course	None required	None required	Appropriate License (MC 11.s. 96. Cat. II)
84	Administrative Aide IV (Communications Equipment Operator I)	4	Completion of two years' studies in college or High school Graduate with relevant vocational/trade course	None required	None required	Appropriate License (MC 11.s. 96. Cat. II)

## OFFICE OF THE SANGGUNIANG PANLUNGSOD

Item No.	Position Title	Salary Grade	Qualification Standards			
			Education	Experience	Training	Eligibility
58	Secretary to the Sangguniang Panlungsod I	25	Bachelor's Degree, preferably in Law, Commerce or Public Administration	5 years of relevant experience		Career Service Professional Second Level Eligibility
59	Administrative Officer IV (Administrative Officer II)	15	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	Career Service Professional Second Level Eligibility
60	Local Legislative Staff Employee II	4	Elementary School Graduate	None Required	None Required	None Required
61	Local Legislative Staff Officer V	22	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service Professional Second Level Eligibility
62	Local Legislative Staff Officer IV	19	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service Professional Second Level Eligibility
63	Local legislative Staff Officer III	16	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service Professional Second Level Eligibility
64	Local legislative Staff Officer III	16	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service Professional Second Level Eligibility
65	Local legislative Staff Officer III	16	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service Professional Second Level Eligibility
66	Senior Administrative Assistant I (Stenographic Reporter IV)	13	Completion of 2 years studies in	3 years of relevant	6 hours of relevant	Career Service Sub-professional

			college	experience	training	First Level Eligibility
67	Senior Administrative Assistant I (Stenographic Reporter IV)	13	Completion of 2 years studies in college	3 years of relevant experience	6 hours of relevant training	Career Service Sub-professional First Level Eligibility
68	Senior Administrative Assistant I (Communications Equipment Operator V)	13	Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course	3 years of relevant experience	16 hours of relevant training	Appropriate License MC11, S. 96 – Cat II
69	Local Legislative Staff Officer IV	19	Bachelor's degree relevant to the job	2 years of relevant experience &	8 hours of relevant training	Career Service Professional Second Level Eligibility
70	Local Legislative Staff Assistant III	10	Completion of 2 years studies in college	2 years of relevant experience	8 hours of relevant training	Career Service Sub-professional First Level Eligibility
71	Local Legislative Staff Employee II	4	Elementary School Graduate	None Required		None Required
71	Local Legislative Staff Officer IV	19	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service Professional Second Level Eligibility
73	Local Legislative Staff Assistant III	10	Completion of 2 years studies in college	2 years of relevant experience	8 hours of relevant training	Career Service Sub-professional First Level Eligibility
74	Local Legislative Staff Employee II	4	Elementary School Graduate	None Required	None Required	None Required
75	Local Legislative Staff Employee II	4	Elementary School Graduate	None Required	None Required	None Required