

Generic and Parenthetical Titles of Positions in LGUs

Generic Position Title	Salary Grade	Parenthetical Title
GENERAL ADMINISTRATIVE SERVICE		
Clerical/Secretarial/Stenographic		
Administrative Aide II	2	Messenger
Administrative Aide III	3	Clerk I
Administrative Aide IV	4	Clerk II
Administrative Aide VI	6	Clerk III
Administrative Assistant II	8	Clerk IV
Administrative Assistant I	7	Secretary I
Administrative Assistant III	9	Secretary II
Administrative Assistant V	11	Private Secretary I
Senior Administrative Assistant III	15	Private Secretary II
Administrative Aide IV	4	Stenographer I
Administrative Aide VI	6	Stenographer II
Administrative Assistant III	9	Stenographer III
Administrative Assistant I	7	Stenographic Reporter I
Administrative Assistant III	9	Stenographic Reporter II
Administrative Assistant V	11	Stenographic Reporter III
Senior Administrative Assistant I	13	Stenographic Reporter IV
Human Resource Management		
Administrative Aide IV	4	Human Resource Management Aide
Administrative Assistant II	8	Human Resource Management Assistant
Administrative Officer II	11	Human Resource Management Officer I
Administrative Officer IV	15	Human Resource Management Officer II
Administrative Officer V	18	Human Resource Management Officer III
Supervising Administrative Officer	22	Human Resource Management Officer IV
Chief Administrative Officer	24	Human Resource Management Officer V
Records Management		
Administrative Officer I	10	Records Officer I
Administrative Officer III	14	Records Officer II
Administrative Officer V	18	Records Officer III
Supervising Administrative Officer	22	Records Officer IV
Chief Administrative Officer	24	Records Officer V
Supply Management		
Administrative Aide IV	4	Buyer I
Administrative Aide VI	6	Buyer II
Administrative Assistant III	9	Buyer III
Administrative Assistant V	11	Buyer IV
Senior Administrative Assistant I	13	Buyer V
Administrative Assistant II	8	Property Custodian
Administrative Aide IV	4	Storekeeper I
Administrative Aide VI	6	Storekeeper II

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Generic Position Title	Salary Grade	Parenthetical Title
Administrative Assistant III	9	Storekeeper III
Administrative Assistant V	11	Storekeeper IV
Administrative Officer I	10	Supply Officer I
Administrative Officer III	14	Supply Officer II
Administrative Officer V	18	Supply Officer III
Supervising Administrative Officer	22	Supply Officer IV
Chief Administrative Officer	24	Supply Officer V
FINANCIAL SERVICE		
Accounting		
Administrative Aide IV	4	Accounting Clerk I
Administrative Aide VI	6	Accounting Clerk II
Administrative Assistant II	8	Accounting Clerk III
Administrative Assistant II	8	Bookkeeper I
Administrative Assistant III	9	Senior Bookkeeper
Auditing and Fiscal Examination		
Administrative Aide IV	4	Fiscal Clerk I
Administrative Aide VI	6	Fiscal Clerk II
Administrative Assistant II	8	Fiscal Clerk III
Administrative Officer II	11	Fiscal Controller I
Administrative Officer IV	15	Fiscal Controller II
Administrative Officer V	18	Fiscal Controller III
Supervising Administrative Officer	22	Fiscal Controller IV
Chief Administrative Officer	24	Fiscal Controller V
Administrative Officer II	11	Fiscal Examiner I
Administrative Officer IV	15	Fiscal Examiner II
Administrative Officer V	18	Fiscal Examiner III
Budgeting		
Administrative Aide IV	4	Budgeting Aide
Administrative Assistant II	8	Budgeting Assistant
Administrative Officer II	11	Budget Officer I
Administrative Officer IV	15	Budget Officer II
Administrative Officer V	18	Budget Officer III
Supervising Administrative Officer	22	Budget Officer IV
Chief Administrative Officer	24	Budget Officer V
Cashiering		
Administrative Aide IV	4	Cash Clerk I
Administrative Aide VI	6	Cash Clerk II
Administrative Assistant II	8	Cash Clerk III
Administrative Aide VI	6	Disbursing Officer I
Administrative Assistant II	8	Disbursing Officer II
Administrative Officer I	10	Cashier I
Administrative Officer III	14	Cashier II
Administrative Officer V	18	Cashier III
Supervising Administrative Officer	22	Cashier IV
Chief Administrative Officer	24	Cashier V
Management Service		
Administrative Assistant II	8	Management and Audit Assistant

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Administrative Officer II	11	Management and Audit Analyst I
Administrative Officer IV	15	Management and Audit Analyst II
Administrative Officer V	18	Management and Audit Analyst III
Supervising Administrative Officer	22	Management and Audit Analyst IV
Chief Administrative Officer	24	Management and Audit Analyst V
Supervising Administrative Officer	22	Financial and Management Officer I
Chief Administrative Officer	24	Financial and Management Officer II
PLANNING SERVICE		
Information Technology		
Administrative Aide VI	6	Data Controller I
Administrative Assistant II	8	Data Controller II
Administrative Assistant V	11	Data Controller III
Senior Administrative Assistant I	13	Data Controller IV
Administrative Aide VI	6	Data Entry Machine Operator I
Administrative Assistant II	8	Data Entry Machine Operator II
Administrative Assistant V	11	Data Entry Machine Operator III
Senior Administrative Assistant I	13	Data Entry Machine Operator IV
Administrative Assistant I	7	Computer Operator I
Administrative Assistant III	9	Computer Operator II
Administrative Assistant VI	12	Computer Operator III
Senior Administrative Assistant II	14	Computer Operator IV
TRANSPORTATION, COMMUNICATION AND PUBLIC UTILITIES SERVICE		
Automotive Equipment Operation		
Administrative Aide III	3	Driver I
Administrative Aide IV	4	Driver II
Administrative Aide VI	6	Motorpool Dispatcher
Administrative Assistant I	7	Motorpool Supervisor I
Administrative Assistant III	9	Motorpool Supervisor II
Communications Development, Operation and Repair		
Administrative Aide IV	4	Communications Equipment Operator I
Administrative Aide VI	6	Communications Equipment Operator II
Administrative Assistant III	9	Communications Equipment Operator III
Administrative Assistant V	11	Communications Equipment Operator IV
Senior Administrative Assistant I	13	Communications Equipment Operator V
Administrative Aide VI	6	Electronics and Communications Equipment Technician I
Administrative Assistant II	8	Electronics and Communications Equipment Technician II
Administrative Assistant V	11	Electronics and Communications Equipment Technician III
Senior Administrative Assistant III	15	Electronics and Communications Equipment Technician IV
CRAFTS, TRADES AND RELATED SERVICE		
Buildings, Grounds and Highways Construction and Maintenance		
Administrative Aide III	3	Carpenter I
Administrative Aide V	5	Carpenter II
Administrative Assistant II	8	Carpenter Foreman
Administrative Assistant IV	10	Carpenter General Foreman

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Generic Position Title	Salary Grade	Parenthetical Title
Administrative Aide IV	4	Electrician I
Administrative Aide VI	6	Electrician II
Administrative Assistant III	9	Electrician Foreman
Administrative Assistant V	11	Electrician General Foreman
Administrative Aide III	3	Mason I
Administrative Aide V	5	Mason II
Administrative Assistant II	8	Mason Foreman
Administrative Aide III	3	Painter I
Administrative Aide V	5	Painter II
Administrative Assistant II	8	Painter Foreman
Administrative Assistant IV	10	Painter General Foreman
Administrative Aide III	3	Plumber I
Administrative Aide V	5	Plumber II
Administrative Assistant II	8	Plumber Foreman
General Utility Services		
Administrative Aide I	1	Crafts and Trades Helper
Administrative Aide I	1	Laborer I
Administrative Aide III	3	Laborer II
Administrative Aide VI	6	Labor Foreman
Administrative Assistant II	8	Labor General Foreman
Administrative Aide I	1	Utility Worker I
Administrative Aide III	3	Utility Worker II
Administrative Aide VI	6	Utility Foreman
Machine Operation and Repair		
Administrative Aide IV	4	Mechanic I
Administrative Aide VI	6	Mechanic II
Administrative Assistant III	9	Mechanic III
Administrative Assistant V	11	Mechanical Shop Foreman
Senior Administrative Assistant I	13	Mechanical Shop General Foreman
Administrative Aide IV	4	Mechanical Plant Operator I
Administrative Aide VI	6	Mechanical Plant Operator II
Administrative Assistant III	9	Mechanical Plant Operator III
Paper Working		
Administrative Aide II	2	Bookbinder I
Administrative Aide IV	4	Bookbinder II
Administrative Assistant I	7	Bookbinder III
Administrative Assistant IV	10	Bookbinder IV
Administrative Aide II	2	Reproduction Machine Operator I
Administrative Aide IV	4	Reproduction Machine Operator II
Administrative Assistant I	7	Reproduction Machine Operator III
INFORMATION, ART AND RECREATION SERVICE		
Audio-Visual Equipment Operation and Repair		
Administrative Aide VI	6	Audio-Visual Aids Technician I
Administrative Assistant II	8	Audio-Visual Aids Technician II
Administrative Assistant IV	10	Audio-Visual Aids Technician III
Administrative Aide III	3	Audio-Visual Equipment Operator I
Administrative Aide V	5	Audio-Visual Equipment Operator II
Administrative Assistant I	7	Audio-Visual Equipment Operator III

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Generic Position Title	Salary Grade	Parenthetical Title
Illustrating		
Administrative Aide VI	6	Artist-Illustrator I
Administrative Assistant II	8	Artist-Illustrator II
Administrative Assistant V	11	Artist-Illustrator III
Administrative Aide III	3	Illustrator I
Administrative Aide V	5	Illustrator II
Information Dissemination		
Administrative Officer II	11	Information Officer I
Administrative Officer IV	15	Information Officer II
Administrative Officer V	18	Information Officer III
Supervising Administrative Officer	22	Information Officer IV
Chief Administrative Officer	24	Information Officer V
Photography		
Administrative Aide V	5	Photographer I
Administrative Assistant I	7	Photographer II
Administrative Assistant IV	10	Photographer III
Public Relations		
Administrative Assistant II	8	Public Relations Assistant
Administrative Officer II	11	Public Relations Officer I
Administrative Officer IV	15	Public Relations Officer II
Administrative Officer V	18	Public Relations Officer III
Supervising Administrative Officer	22	Public Relations Officer IV
Chief Administrative Officer	24	Public Relations Officer V

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