

Republic of the Philippines  
**CGO BAYBAY, LEYTE**  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the CGO BAYBAY, LEYTE in the CSC website:

  
MARIANITO B. GORGONO  
HRMO  
Date: March 22, 2024

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	ADMINISTRATIVE AIDE I (Utility Worker I)	579	1	13000	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)	City General Services Office
2	ADMINISTRATIVE AIDE I (Utility Worker I)	582	1	13000	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)	City General Services Office
3	ADMINISTRATIVE AIDE I (Utility Worker I)	723	1	13000	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)	City General Services Office
4	ADMINISTRATIVE ASSISTANT II (DEMO II)	267	8	19744	Completion of two years studies in college or High School Graduate with relevant vocation/ trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) Data Encoder (MC 11, s.96-Cat. I) First Level Eligibility	City Treasurer's Office
5	ADMINISTRATIVE AIDE I (Utility Worker I)	1036	1	13000	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)	City Engineer's Office
6	ADMINISTRATIVE AIDE I (Utility Worker I)	1037	1	13000	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)	City Engineer's Office

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than April 6, 2024.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records;
5. This Office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination

regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

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

**JOSE CARLOS L. CARI**

*City Mayor*

City of Baybay, Leyte R. Magsaysay St., Cor. D. Veloso St.,  
Baybay City

[bhromoposo@yahoo.com](mailto:bhromoposo@yahoo.com)

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