

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 E. GORRONIO

HRMO

Date: April 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	Competency (if applicable)		
1	SUPERVISING ADMINISTRATIVE OFFICER (Licensing Officer IV)	837	22	71511	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Business Permit & Licensing Office	
2	ADMINISTRATIVE AIDE I (Laborer I)	18	1	13000	Must be able to read and write	None required	None required	None Required (MC 11, s.96 - Cat. III)	N/A	City Engineer's Office	
3	PROCESS SERVER	118	5	16543	High School Graduate	None required	None required	None Required (MC 11, s.96 - Cat. III)	N/A	City Treasurer's Office	
4	REVENUE COLLECTION CLERK I	64	5	16543	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	City Treasurer's Office	
5	PUBLIC SERVICES INSPECTOR I	103	6	17553	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	City Mayor's Office	
6	ADMINISTRATIVE AIDE I (Laborer I)	611	1	13000	Must be able to read and write	None required	None required	None Required (MC 11, s.96 - Cat. III)	N/A	City General Services Office	

7	ADMINISTRATIVE ASSISTANT I (Computer Operator I)	1009	7	18620	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	CS (Subprofessional) Data Encoder (MC 11 s. 96 - Cat. I) First Level Eligibility	N/A	City Engineer's Office
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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 May 7, 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;
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

Diversion Road Brgy. Gaas, Baybay City, Leyte

bhirmopeso@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.