

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:

MARIANTO E. GORGONIO

HRMO

Date: February 7, 2022

No.	Position Title (Parentetical Title, if applicable)	Planilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	ADMINISTRATIVE ASSISTANT I (Computer Operator I)	4	7	17899	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional) Data Encoder (MC 11, s. 96-Cat. I) First Level Eligibility		City Mayor's Office
2	ADMINISTRATIVE ASSISTANT I (Computer Operator I)	1054	7	17899	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional) Data Encoder (MC 11, s. 96-Cat. I) First Level Eligibility		City Mayor's Office
3	SENIOR ADMINISTRATIVE ASST. II (Computer Operator IV)	1052	14	32321	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	16 hours of relevant training	3 years of relevant experience	Career Service (Subprofessional) Data Encoder (MC 11, s. 96-Cat. I) First Level Eligibility		City Mayor's Office
4	SENIOR ADMINISTRATIVE ASST. I (Data Controller IV)	1053	13	29798	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	16 hours of relevant training	3 years of relevant experience	Career Service (Subprofessional) Data Encoder (MC 11, s. 96-Cat. I) First Level Eligibility		City Mayor's Office
5	ADMINISTRATIVE ASSISTANT I (Bookbinder III)	1055	7	17899	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)		City Mayor's Office
6	ADMINISTRATIVE ASSISTANT I (Bookbinder III)	1056	7	17899	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)		City Mayor's Office

7	ADMINISTRATIVE ASSISTANT I (Bookbinder III)	1057	7	17899	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)	City Mayor's Office
8	ADMINISTRATIVE AIDE I (Utility Worker I)	1058	1	12517	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)	City Mayor's Office
9	ADMINISTRATIVE AIDE I (Utility Worker I)	1059	1	12517	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)	City Mayor's Office
10	ADMINISTRATIVE AIDE I (Utility Worker I)	1060	1	12517	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)	City Mayor's Office
11	ADMINISTRATIVE AIDE I (Utility Worker I)	1061	1	12517	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)	City Mayor's Office
12	ADMINISTRATIVE AIDE I (Utility Worker I)	1043	1	12517	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)	Sangguniang Panlungsod Office
13	ADMINISTRATIVE AIDE I (Utility Worker I)	1044	1	12517	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)	Sangguniang Panlungsod Office
14	ADMINISTRATIVE AIDE I (Utility Worker I)	1045	1	12517	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)	Sangguniang Panlungsod Office
15	ADMINISTRATIVE AIDE I (Utility Worker I)	1046	1	12517	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)	Sangguniang Panlungsod Office
16	ADMINISTRATIVE AIDE I (Utility Worker I)	1047	1	12517	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)	Sangguniang Panlungsod Office
17	ADMINISTRATIVE AIDE I (Utility Worker I)	1048	1	12517	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)	Sangguniang Panlungsod Office
18	ADMINISTRATIVE ASSISTANT	1062	8	18998	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	City Planning & Development Office
19	ENVTL MNGT. SPECIALIST I	1063	11	25439	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	City Environment & Natural Resources Office
20	ENVTL MNGT. SPECIALIST I	1064	11	25439	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	City Environment & Natural Resources Office
21	MEDICAL SPECIALIST II	1049	23	78455	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080	Immaculate Conception Hospital

22	MEDICAL SPECIALIST II	1050	23	78455	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080	Immaculate Conception Hospital
23	MEDICAL SPECIALIST II	1051	23	78455	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080	Immaculate Conception Hospital

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 February 22, 2022.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at
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.

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

bhirmoposo@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

PWD's are encouraged to apply