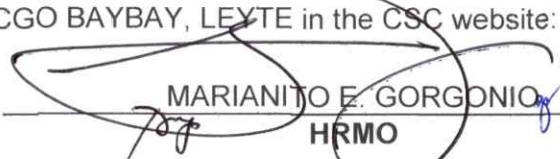


Republic of the Philippines
CGO BAYBAY, LEYTE
Request for Publication of Vacant Positions

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. GORGONIO
 HRMO
 Date: February 23, 2022

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	COMMUNITY AFFAIRS ASSISTANT I	669	5	15909	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		City Information Office
2	ADMINISTRATIVE OFFICER III (Records Officer II)	215	14	32321	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		Sangguniang Panlungsod 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 March 10, 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

bhrmopeso@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

PWD's are encouraged to apply