

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. SORGONIO

HRMO

Date:

March 9, 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	SENIOR AGRICULTURIST	456	18	45203	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology, and Veterinary Medicine	8 hours of relevant training	2 years of relevant experience	Relevant RA 1080		City Agriculture's Office
2	ADMINISTRATIVE AIDE I (Utility Worker I)	83	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
3	ADMINISTRATIVE AIDE I (Utility Worker I)	345	1	12517	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		Local Civil Registrar's Office
4	ADMINISTRATIVE AIDE I (Utility Worker I)	137	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

5	REVENUE COLLECTION CLERK I	697	5	15909	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		City Treasurer'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 March 24, 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

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

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

PWD's are encouraged to apply