

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. GORRONDO
HRMO
Date: April 8, 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	ADMINISTRATIVE ASSISTANT II	707	8	19744	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	City Disaster Risk Reduction Mgmt. Office	
2	TRAFFIC AIDE II	909	5	16543	High School Graduate	None required	None required	None Required (MC 11, s. 96 - Cat. III)	N/A	City Traffic Management & Terminal Office	
3	TRAFFIC AIDE I	914	3	14678	High School Graduate	None required	None required	None Required (MC 11, s. 96 - Cat. III)	N/A	City Traffic Management & Terminal Office	
4	ENGINEER IV	589	22	71511	Bachelor's degree in Engineering relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	City General Services Office	
5	ADMINISTRATIVE OFFICER II (Fiscal Examiner I)	308	11	27000	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	City Accountant's Office	
6	ADMINISTRATIVE OFFICER IV (Mgmt. & Audit Analyst II)	14	15	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant training	Career Service (Professional) Second Level Eligibility	N/A	City Accountant's Office	
7	ADMINISTRATIVE ASSISTANT III (Senior Bookkeeper)	324	9	21129	Completion of two years studies in college	4 hours of relevant training	1 year of relevant training	Career Service (Subprofessional) First Level Eligibility	N/A	City Accountant's Office	

8	ADMINISTRATIVE AIDE IV (Accounting Clerk I)	321	4	15586	Completion of two years studies in college	4 hours of relevant training	1 year of relevant training	Career Service (Subprofessional) First Level Eligibility	N/A	City Accountant's Office
9	SENIOR ADMINISTRATIVE ASST. I (Data Controller IV)	1068	13	31320	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	N/A	City Accountant's Office
10	ADMINISTRATIVE ASSISTANT IV (Bookbinder IV)	1113	10	23176	Elementary School Graduate	8 hours of relevant training	2 years of relevant experience	None Required (MC 11, s.96 - Cat. III)	N/A	City Accountant's Office
11	LICENSE INSPECTOR I	17	6	17553	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	City Treasurer's Office
12	REVENUE COLLECTION CLERK I	65	5	15543	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	City Treasurer's Office
13	REVENUE COLLECTION CLERK I	71	5	15543	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	City Treasurer's Office
14	REVENUE COLLECTION CLERK I	697	5	15543	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	City Treasurer's Office
15	REVENUE COLLECTION CLERK I	70	5	15543	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	City Treasurer's Office
16	REVENUE COLLECTION CLERK II	283	7	18620	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	City Treasurer's Office
17	ADMINISTRATIVE ASSISTANT V (Data Controller III)	1114	11	27000	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) Data Encoder (MC 11, s. 96 - Cat. I) First Level Eligibility	N/A	City Treasurer's Office
18	LOCAL REVENUE COLLECTION OFFICER I	1115	11	27000	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	City Treasurer's Office

19	LOCAL REVENUE COLLECTION OFFICER I	1116	11	27000	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	City Treasurer's Office
20	SENIOR ADMINISTRATIVE ASSISTANT I (Data Entry Machine Operator IV)	1117	13	31320	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	N/A	City Treasurer's Office
21	INSTRUMENTMAN	1100	5	16543	High School Graduate or Completion of relevant vocational/ trade course	None required	None required	None Required (MC 11, s.96 - Cat. III)	N/A	City Assessor's Office
22	TAX MAPPER III	1101	18	46725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	City Assessor's Office
23	ADMINISTRATIVE AIDE I (Utility Worker I)	293	1	13000	Must be able to read and write	None required	None required	None Required (MC 11, s.96 - Cat. III)	N/A	City Assessor's Office
24	NURSE I	1106	15	36619	Bachelor of Science in Nursing	None required	None required	RA 1080	N/A	City Health Office
25	NURSE I	1107	15	36619	Bachelor of Science in Nursing	None required	None required	RA 1080	N/A	City Health Office
26	SANITATION INSPECTOR IV	491	13	31320	Completion of two years studies in college	16 hours of relevant training	3 years of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	City Health Office
27	SANITATION INSPECTOR V	490	15	36619	Completion of two years studies in college	16 hours of relevant training	4 years of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	City Health Office
28	MIDWIFE I	1038	9	21129	Completion of the Midwifery Course	None required	None required	RA 1080	N/A	City Health Office
29	MIDWIFE II	49-23	11	27000	Completion of the Midwifery Course	4 hours of relevant training	1 year of relevant experience	RA 1080	N/A	City Health Office
30	MIDWIFE IV	497	15	36619	Completion of the Midwifery Course	16 hours of relevant training	3 years of relevant experience	RA 1080	N/A	City Health 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 23, 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

bharmoposo@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.