

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. GORGONO**

**HRMO**

Date: June 22, 2023

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	SECURITY GUARD I	8	3	14678	High School Graduate	None required	None required	None required	Security Guard License (MC 11, s. - Cat. II)		City Mayor's Office
2	ADMINISTRATIVE AIDE IV (Clerk II)	18	4	15586	Completion of two years studies in college	None required	None required	None required	Career Service (Subprofessional) First Level Eligibility		City Mayor's Office
3	ADMINISTRATIVE AIDE IV (Clerk II)	11	4	15586	Completion of two years studies in college	None required	None required	None required	Career Service (Subprofessional) First Level Eligibility		City Mayor's Office
4	ADMINISTRATIVE AIDE VI (DEMO I)	77	6	17553	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	None required	Career Service (Subprofessional) Data Encoder (MC 11, s. 96 - Cat. I) First Level Eligibility		City Mayor's Office
5	ADMINISTRATIVE ASSISTANT I (Computer Operator I)	4	7	18620	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	None required	Career Service (Subprofessional) Data Encoder (MC 11, s. 96-Cat. I) First Level Eligibility		City Mayor's Office
6	SENIOR ADMINISTRATIVE ASST. I (Data Controller IV)	1053	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		City Mayor's Office

7	ADMINISTRATIVE ASSISTANT I (Computer Operator I)	1054	7	18620	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
8	ADMINISTRATIVE AIDE IV (Bookbinder II)	715	4	15586	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)	Human Resource Management Office
9	ADMINISTRATIVE AIDE IV (Clerk II)	682	4	15586	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	Internal Audit Services
10	ADMINISTRATIVE AIDE II (Bookbinder I)	1110	2	13819	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)	Baybay Technical Vocational Training Center
11	ADMINISTRATIVE ASSISTANT II (Clerk IV)	106	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	Sanguniang Panlungsod Office
12	ADMINISTRATIVE ASSISTANT I (Stenographic Reporter I)	211	7	18620	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	Sanguniang Panlungsod Office
13	ADMINISTRATIVE AIDE II (Bookbinder I)	217	2	13819	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)	Sanguniang Panlungsod Office
14	ADMINISTRATIVE OFFICER III (Records Officer II)	215	14	33843	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Sanguniang Panlungsod Office
15	ADMINISTRATIVE AIDE IV (Stenographer I)	36	4	15586	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	Sanguniang Panlungsod Office
16	ADMINISTRATIVE AIDE IV (Clerk II)	53	4	15586	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	City Planning & Development Office
17	ASSISTANT REGISTRATION OFFICER	98	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	Local Civil Registrar's Office
18	ADMINISTRATIVE AIDE I (Utility Worker I)	345	1	13000	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)	Local Civil Registrar's Office
19	ADMINISTRATIVE OFFICER III (Records Officer II)	341	14	33843	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Local Civil Registrar's Office

20	CITY GOVT DEPT. HEAD I (City General Service Officer I)	551	25	102690	Bachelor's degree in Public Administration, Business Administration and Management	None	5 years experience in general services, including management of supply, property, solid waste disposal and general sanitation	First Grade CS Eligible or its equivalent	City General Services Office
21	ENGINEER IV	589	22	71511	Bachelor's degree in Engineering relevant to the job	16 hours of relevant training	3 years of relevant experience	RA 1080	City General Services Office
22	ADMINISTRATIVE AIDE I (Utility Worker I)	579	1	13000	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)	City General Services Office
23	ADMINISTRATIVE AIDE I (Utility Worker I)	582	1	13000	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)	City General Services Office
24	ADMINISTRATIVE AIDE I (Utility Worker I)	723	1	13000	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)	City General Services Office
25	ADMINISTRATIVE OFFICER IV	232	15	36619	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	City Budget Office
26	ADMINISTRATIVE OFFICER II (Budget Officer I)	235	11	27000	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	City Budget Office
27	ADMINISTRATIVE AIDE IV (Budgeting Aide)	93	4	15586	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	City Budget Office
28	ADMINISTRATIVE AIDE II (Messenger)	121	2	13819	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)	City Budget Office
29	ADMINISTRATIVE AIDE I (Utility Worker I)	116	1	13000	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)	City Budget Office
30	ADMINISTRATIVE AIDE III (Utility Worker II)	699	3	14,678	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)	City Budget Office
31	CITY GOVT DEPT. HEAD I (City Accountant I)	97	25	102690	Bachelor's degree in Commerce/Business Administration major in Accounting	None	5 years experience in the treasury or accounting service	RA 1080	City Accountant's Office



32	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	City Accountant's Office
33	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 experience	Career Service (Subprofessional) First Level Eligibility	City Accountant's Office
34	ADMINISTRATIVE OFFICER IV (Mngt. & Audit Analyst II)	14	15	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	City Accountant's Office
35	ADMINISTRATIVE ASSISTANT III (Senior Bookkeeper)	324	9	21129	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	City Accountant's Office
36	CITY GOVT ASST, DEPT. HEAD I (Asst. City Treasurer)	56	23	80003	Bachelor's degree	16 hours relevant training	3 years relevant experience	Career Service (Professional) Second Level Eligibility	City Treasurer's Office
37	ADMINISTRATIVE ASSISTANT II (DEMO II)	267	8	19744	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) Data Encoder (MC 11, s. 96-Cat. I) First Level Eligibility	City Treasurer's Office
38	LICENSE INSPECTOR I	17	6	17553	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	City Treasurer's Office
39	REVENUE COLLECTION CLERK I	65	5	16543	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	City Treasurer's Office
40	REVENUE COLLECTION CLERK I	71	5	16543	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	City Treasurer's Office
41	REVENUE COLLECTION CLERK I	697	5	16543	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	City Treasurer's Office
42	REVENUE COLLECTION CLERK II	283	7	18620	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	City Treasurer's Office
43	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	City Health Office
44	RURAL HEALTH PHYSICIAN	44-1	24	90078	Doctor of Medicine	8 hours of relevant training	2 years of relevant experience	RA 1080	City Health Office

45	MIDWIFE I	1038	9	21129	Completion of Midwifery Course	None required	None required	RA 1080		City Health Office
46	AGRICULTURAL TECHNOLOGIST	5594-150	10	23176	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None required	None required	Relevant RA 1080		City Agriculture's Office
47	AGRICULTURAL TECHNOLOGIST	5594-167	10	23176	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None required	None required	Relevant RA 1080		City Agriculture's Office
48	AGRICULTURAL TECHNOLOGIST	5594-1182	10	23176	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None required	None required	Relevant RA 1080		City Agriculture's Office
49	AGRICULTURAL TECHNOLOGIST	5594-198	10	23176	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None required	None required	Relevant RA 1080		City Agriculture's Office
50	AGRICULTURAL TECHNOLOGIST	5594-213	10	23176	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None required	None required	Relevant RA 1080		City Agriculture's Office
51	AGRICULTURAL TECHNOLOGIST	5594-300	10	23176	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None required	None required	Relevant RA 1080		City Agriculture's Office

52	AGRICULTURAL TECHNOLOGIST	5594-288	10	23176	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None required	None required	Relevant RA 1080	City Agriculture's Office
53	AGRICULTURAL TECHNOLOGIST	850	10	23176	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None required	None required	Relevant RA 1080	City Agriculture's Office
54	AGRICULTURAL TECHNOLOGIST	851	10	23176	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None required	None required	Relevant RA 1080	City Agriculture's Office
55	AGRICULTURAL TECHNOLOGIST	852	10	23176	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None required	None required	Relevant RA 1080	City Agriculture's Office
56	ADMINISTRATIVE AIDE I (Laborer I)	462	1	1300	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)	City Agriculture's Office
57	AGRICULTURIST II	853	15	36619	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	4 hours of relevant training	1 year of relevant experience	Relevant RA 1080	City Agriculture's Office
58	CITY GOV'T DEPT. HEAD I (City Veterinarian I)	538	25	102690	Doctor of Veterinary Medicine	None	3 year experience in the practice of veterinary medicine	RA 1080	City Veterinary Office
59	VETERINARIAN III	691	19	51357	Doctor of Veterinary Medicine	8 hours of relevant training	2 years of relevant experience	RA 1080	City Veterinary Office

60	VETERINARIAN II	539	16	39672	Doctor of Veterinary Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080	City Veterinary Office
61	MIDWIFE IV	497	15	36619	Completion of Midwifery Course	3 years of relevant experience	16 hours of relevant training	RA 1080	City Health Office
62	ADMINISTRATIVE AIDE III (Plumber I)	4	3	14678	Elementary School Graduate	None required	None required	Pipefitter or Plumber (MC 11, s. 96 - Cat. I)	City Engineer's Office
63	ADMINISTRATIVE AIDE IV (Clerk II)	352	4	15586	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	City Engineer's Office
64	ENGINEER II	366	16	39672	Bachelor's degree in Engineering relevant to the job	4 hours of relevant training	1 year of relevant experience	RA 1080	City Engineer's Office
65	ADMINISTRATIVE AIDE I (Laborer I)	19	1	13000	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)	City Engineer's Office
66	HEAVY EQUIPMENT OPERATOR II	884	6	17553	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Heavy Equipment Operator (MC 11, s. 96 - Cat. I)	City Engineer's Office
67	ARCHITECT I	1004	12	29165	Bachelor's degree in Architecture	None required	None required	RA 1080	City Engineer's Office
68	ENGINEER I	1006	12	29165	Bachelor's degree in Engineering relevant to the job	None required	None required	RA 1080	City Engineer's Office
69	ENGINEER I	1007	12	29165	Bachelor's degree in Engineering relevant to the job	None required	None required	RA 1080	City Engineer's Office
70	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	City Engineer's Office
71	ADMINISTRATIVE AIDE V (Carpenter II)	1010	5	16543	Elementary School Graduate	None required	None required	Carpenter (MC 11, 96 - Cat. I)	City Engineer's Office
72	ADMINISTRATIVE AIDE V (Carpenter II)	1011	5	16543	Elementary School Graduate	None required	None required	Carpenter (MC 11, 96 - Cat. I)	City Engineer's Office



73	ADMINISTRATIVE AIDE IV (Electrician I)	1014	4	15586	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Electrician (Building Wiring)(-250 volts) MC 11, s. 96 - Cat. I)	City Engineer's Office
74	ADMINISTRATIVE AIDE IV (Electrician I)	1015	4	15586	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Electrician (Building Wiring)(-250 volts) MC 11, s. 96 - Cat. I)	City Engineer's Office
75	ADMINISTRATIVE AIDE IV (Mechanic I)	1017	4	15586	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Mechanic (Mc 11, s. 96 - Cat. I)	City Engineer's Office
76	ADMINISTRATIVE AIDE III (Plumber I)	1018	3	14678	Elementary School Graduate	None required	None required	Pipefitter or Plumber (MC 11, s. 96 - Cat. I)	City Engineer's Office
77	ADMINISTRATIVE AIDE III (Plumber I)	1019	3	14678	Elementary School Graduate	None required	None required	Pipefitter or Plumber (MC 11, s. 96 - Cat. I)	City Engineer's Office
78	ADMINISTRATIVE AIDE III (Plumber I)	1020	3	14678	Elementary School Graduate	None required	None required	Pipefitter or Plumber (MC 11, s. 96 - Cat. I)	City Engineer's Office
79	WELDER I	1023	4	15586	Elementary School Graduate	None required	None required	Welder (MC 11, s. 96 - Cat. I)	City Engineer's Office
80	ADMINISTRATIVE AIDE III (Mason I)	1024	3	14678	Elementary School Graduate	None required	None required	Mason (MC 11, s. 96 - Cat. I)	City Engineer's Office
81	ADMINISTRATIVE AIDE III (Mason I)	1025	3	14678	Elementary School Graduate	None required	None required	Mason (MC 11, s. 96 - Cat. I)	City Engineer's Office
82	ADMINISTRATIVE AIDE III (Mason I)	1026	3	14678	Elementary School Graduate	None required	None required	Mason (MC 11, s. 96 - Cat. I)	City Engineer's Office
83	HEAVY EQUIPMENT OPERATOR I	1030	4	15586	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Heavy Equipment Operator (MC 11, s. 96 - Cat. I)	City Engineer's Office
84	HEAVY EQUIPMENT OPERATOR I	1032	4	15586	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Heavy Equipment Operator (MC 11, s. 96 - Cat. I)	City Engineer's Office
85	ADMINISTRATIVE AIDE I (Utility Worker I)	1035	1	1300	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)	City Engineer's Office
86	ADMINISTRATIVE AIDE I (Utility Worker I)	1036	1	1300	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)	City Engineer's Office



87	ADMINISTRATIVE AIDE I (Utility Worker I)	1037	1	1300	Must be able to read and write	None required	None required	None required	None required	None required (MC 11, s. 96 - Cat. III)		City Engineer's Office
88	LABORATORY TECHNICIAN I	54	6	17553	Completion of two years studies in college	None required	None required	2 years of relevant experience	None required	None required (MC 11, s. 96 - Cat. III)		Economic Enterprise Management Office
89	MARKET SUPERVISOR III	688	18	46725	Bachelor's degree	8 hours of relevant training	None required	1 year of relevant experience	None required	Career Service (Professional) Second Level Eligibility		Economic Enterprise Management Office
90	MARKET SUPERVISOR II	15	14	33843	Bachelor's degree	4 hours of relevant training	None required	1 year of relevant experience	None required	Career Service (Professional) Second Level Eligibility		Economic Enterprise Management Office
91	ADMINISTRATIVE ASSISTANT (Computer Operator II)	1099	9	21129	Completion of two years studies in college or High School Graduate with relevant vocational/trade	4 hours of relevant training	None required	1 year of relevant experience	None required	Career Service (Subprofessional) Data Encoder (MC 11, s. 96-Cat. I) First Level Eligibility		City Information Office
92	ENVTL MNGT. SPECIALIST II	956	15	36619	Bachelor's degree relevant to the job	4 hours of relevant training	None required	1 year of relevant experience	None required	Career Service (Professional) Second Level Eligibility		City Environment & Natural Resources Office
93	ADMINISTRATIVE AIDE III	773	3	14678	Completion of two years studies in college	None required	None required	None required	None required	Career Service (Subprofessional) First Level Eligibility		Immaculate Conception Hospital
94	ADMINISTRATIVE AIDE I	780	1	13000	Must be able to read and write	None required	None required	None required	None required	None required (MC 11, s. 96 - Cat. III)		Immaculate Conception Hospital
95	LABORATORY TECHNICIAN II	976	8	19744	Completion of two years studies in college	4 hours of relevant training	None required	1 year of relevant experience	None required	Career Service (Subprofessional) Laboratory Technician (MC 11, s. 96 - Cat. II) First Level Eligibility		Immaculate Conception Hospital
96	ADMINISTRATIVE AIDE I	980	1	1300	Must be able to read and write	None required	None required	None required	None required	None required (MC 11, s. 96 - Cat. III)		Immaculate Conception Hospital
97	ADMINISTRATIVE AIDE I	981	1	1300	Must be able to read and write	None required	None required	None required	None required	None required (MC 11, s. 96 - Cat. III)		Immaculate Conception Hospital
98	SECURITY GUARD I	982	3	14678	High School Graduate	None required	None required	None required	None required	Security Guard License (MC 11, s. - Cat. II)		Immaculate Conception Hospital
99	ADMINISTRATIVE AIDE VI	984	6	17553	Completion of two years studies in college	None required	None required	None required	None required	Career Service (Subprofessional) First Level Eligibility		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 July 7, 2023.

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](http://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

City of Baybay, Leyte R. Magsaysay St., Cor. D. Veloso St.,  
Baybay City

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

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