

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. GORRONIO
HRMO
Date:
JAN 19, 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	TOURIST RECEPTIONIST II	134	10	23176	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) First Level Eligibility		Tourism Office
2	ADMINISTRATIVE AIDE I (Utility Worker I)	135	1	13000	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		Tourism Office
3	BUILDING INSPECTOR	375	11	27000	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		City Engineer's Office
4	ADMINISTRATIVE AIDE I (Laborer I)	7	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
5	ADMINISTRATIVE AIDE IV (Clerk II)	163	4	15586	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		City Mayor's Office
6	ADMINISTRATIVE ASSISTANT I (Bookbinder III)	1055	7	18620	Elementary School Graduate	None Required	None Required	None required (MC 11, s. 96 - Cat. III)		City Mayor's Office
7	ADMINISTRATIVE AIDE I (Utility Worker I)	144	1	13000	Must be able to read and write	None Required	None Required	None required (MC 11, s. 96 - Cat. III)		City Mayor's Office
8	ADMINISTRATIVE AIDE I (Utility Worker I)	228	1	13000	Must be able to read and write	None Required	None Required	None required (MC 11, s. 96 - Cat. III)		City Administrator's Office
9	SANITATION INSPECTOR VI	489	18	46725	Completion of two year studies in college	24 hours of relevant training	4 years of relevant experience	Career Service (Subprofessional) First Level Eligibility		City Health Office

10	NURSE I	801	11	27000	Bachelor of Science in Nursing	None Required	None Required	RA 1080	Immaculate Conception Hospital
11	NURSE I	831	11	27000	Bachelor of Science in Nursing	None Required	None Required	RA 1080	Immaculate Conception Hospital
12	NURSE II	793	15	36619	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	Immaculate Conception Hospital
13	NURSING ATTENDANT I	818	4	15586	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)	Immaculate Conception Hospital
14	ADMINISTRATIVE AIDE III	778	3	14678	Must be able to read and write	None Required	None Required	None required (MC 11, s. 96 - Cat. III)	Immaculate Conception Hospital
15	ADMINISTRATIVE AIDE IV (Accounting 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
16	ASSESSMENT CLERK I	74	4	15586	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	City Assessor's Office
17	ASSESSMENT CLERK I	75	4	15586	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	City Assessor's Office
18	ASSESSMENT CLERK II	713	6	17553	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	City Assessor's Office
19	AGRICULTURAL TECHNOLOGIST	5594-182	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
20	ADMINISTRATIVE OFFICER III	765	14	33843	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Immaculate Conception Hospital

21	ADMINISTRATIVE OFFICER III	764	14	33843	Bachelor's degree relevant to the job	4 hours of relevant training	1 years of relevant experience	Career Service (Professional) Second Level Eligibility	Immaculate Conception Hospital
22	SECURITY GUARD I	770	3	14678	High School Graduate	None required	None required	Security Guard License (MC 11, s. Cat. II)	Immaculate Conception Hospital
23	TRAFFIC OPERATIONS OFFICER III	1067	18	46725	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	City Traffic Management and Terminal Office
24	ADMINISTRATIVE AIDE I (Utility Worker I)	724	1	13000	Must be able to read and write	None Required	None Required	None required (MC 11, s. 96 - Cat. III)	City Social Welfare & Development 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 August 03, 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;
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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.