

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: August 24, 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	
1	SECURITY GUARD I	8	3	14125	High School Graduate	None required	None required	Security Guard License (MC 11, s. - Cat. II)	City Mayor's Office
2	ADMINISTRATIVE AIDE III (Driver I)	187	3	14125	Elementary School Graduate	None required	None required	Driver License (MC 11, s. - Cat. II)	City Mayor's Office
3	ADMINISTRATIVE AIDE I (Utility Worker I)	135	1	12517	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. II)	Tourism Office
4	ADMINISTRATIVE AIDE IV (Accounting Clerk II)	682	4	14993	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	Internal Audit Services
5	TRAFFICE OPERATIONS OFFICER IV	908	22	69963	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	City Traffic Management and Terminal Office
6	ADMINISTRATIVE ASSISTANT II (Clerk IV)	21	8	18998	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	Sangguniang Panlungsod Office
7	ADMINISTRATIVE ASSISTANT I (Stenographic Reporter I)	211	7	17899	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	Sangguniang Panlungsod Office
8	ADMINISTRATIVE AIDE IV (Stenographer I)	109	9	20402	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	Sangguniang Panlungsod Office

9	ADMINISTRATIVE AIDE IV (Clerk II)	53	4	14993	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	City Planning & Development Office
10	ASSISTANT REGISTRATION OFFICER	98	8	18998	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
11	CITY GOV'T DEPT. HEAD I (City General Service Officer I)	551	25	100788	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 or its equivalent	City General Services Office
12	ADMINISTRATIVE OFFICER IV	232	15	35097	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	City Budget Office
13	ADMINISTRATIVE OFFICER II (Budget Officer I)	235	11	25439	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	City Budget Office
14	ADMINISTRATIVE AIDE IV (Budgeting Aide)	93	4	14993	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	City Budget Office
15	ADMINISTRATIVE AIDE II (Messenger)	121	2	13305	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)	City Budget Office
16	ADMINISTRATIVE AIDE III (Utility Worker II)	699	3	14, 125	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)	City Budget Office
17	CITY GOV'T DEPT. HEAD I (City Accountant I)	97	25	100788	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
18	ADMINISTRATIVE OFFICER V (Mngt. & Audit Analyst III)	307	SG 18	45203	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	City Accountant's Office
19	ADMINISTRATIVE OFFICER II (Fiscal Examiner I)	308	11	25439	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	City Accountant's Office

20	ADMINISTRATIVE AIDE IV (Accounting Clerk I)	329	4	14993	Completion of two years studies in college	None required	None required	None required	Career Service (Subprofessional) First Level Eligibility	City Accountant's Office
21	CITY GOV'T ASST., DEPT. HEAD I (Asst. City Treasurer)	56	23	78455	Bachelor's degree	16 hours relevant training	3 years relevant experience	Career Service (Professional) Second Level Eligibility	City Treasurer's Office	
22	ADMINISTRATIVE ASSISTANT II (Clerk IV)	99	8	18,998	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	City Treasurer's Office	
23	REVENUE COLLECTION CLERK I	63	5	15909	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	City Treasurer's Office	
24	LICENSE INSPECTOR I	17	6	16877	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	City Treasurer's Office	
25	ASSESSMENT CLERK I	74	4	14993	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	City Assessor's Office	
26	ASSESSMENT CLERK I	75	4	14993	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	City Assessor's Office	
27	ASSESSMENT CLERK II	713	6	16877	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	City Assessor's Office	
28	SANITATION INSPECTOR IV	491	13	29798	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	
29	SANITATION INSPECTOR III	119	11	25439	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) First Level Eligibility	City Health Office	
30	SANITATION INSPECTOR II	120	8	18998	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	City Health Office	
31	PHARMACIST I	506	11	25439	Bachelor's degree in Pharmacy	None required	None required	RA 1080	City Health Office	
32	RURAL HEALTH PHYSICIAN	44-1	24	88410	Doctor of Medicine	8 hours of relevant training	2 years of relevant experience	RA 1080	City Health Office	

33	MIDWIFE III	49-12	13	29798	Completion of Midwifery Course	8 hours of relevant training	2 years of relevant experience	RA 1080	City Health Office
34	MIDWIFE I	1038	9	20340	Completion of Midwifery Course	None required	None required	RA 1080	City Health Office
35	AGRICULTURAL TECHNOLOGIST	5594-15	10	22190	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
36	AGRICULTURAL TECHNOLOGIST	5594-36	10	22190	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
37	AGRICULTURAL TECHNOLOGIST	5594-150	10	22190	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
38	AGRICULTURAL TECHNOLOGIST	5594-167	10	22190	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
39	AGRICULTURAL TECHNOLOGIST	5594-1182	10	22190	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
40	AGRICULTURAL TECHNOLOGIST	5594-198	10	22190	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

41	AGRICULTURAL TECHNOLOGIST	5594-213	10	22190	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None required	None required	None required	Relevant RA 1080	City Agriculture's Office
42	AGRICULTURAL TECHNOLOGIST	5594-300	10	22190	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None required	None required	None required	Relevant RA 1080	City Agriculture's Office
43	AGRICULTURAL TECHNOLOGIST	5594-288	10	22190	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None required	None required	None required	Relevant RA 1080	City Agriculture's Office
44	ADMINISTRATIVE AIDE I (Laborer I)	462	1	12517	Must be able to read and write	None required	None required	None required	None required (MC 11, s. 96 - Cat. III)	City Agriculture's Office
45	AGRICULTURAL TECHNOLOGIST	850	10	22190	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None required	None required	None required	Relevant RA 1080	City Agriculture's Office
46	AGRICULTURAL TECHNOLOGIST	851	10	22190	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None required	None required	None required	Relevant RA 1080	City Agriculture's Office
47	AGRICULTURAL TECHNOLOGIST	852	10	22190	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None required	None required	None required	Relevant RA 1080	City Agriculture's Office
48	CITY GOV'T DEPT. HEAD I (City Veterinarian I)	538	25	100788	Doctor of Veterinary Medicine	None	3 year experience in the practice of veterinary medicine	None	RA 1080	City Veterinary Office

49	VETERINARIAN III	691	19	49835	Doctor of Veterinary Medicine	8 hours of relevant training	2 years of relevant experience	RA 1080	City Veterinary Office
50	VETERINARIAN II	539	16	38150	Doctor of Veterinary Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080	City Veterinary Office
51	ADMINISTRATIVE AIDE III (Plumber I)	4	3	14125	Elementary School Graduate	None required	None required	Pipefitter or Plumber (MC 11, s. 96 - Cat. I)	City Engineer's Office
52	ADMINISTRATIVE AIDE IV (Clerk II)	352	4	14993	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	City Engineer's Office
53	ADMINISTRATIVE AIDE I (Laborer I)	19	1	12517	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)	City Engineer's Office
54	ADMINISTRATIVE AIDE III (Driver I)	357	3	14,125.00	Elementary School Graduate	None required	None required	Driver's License (MC 11, s. 96 - Cat. II)	City Engineer's Office
55	DRAFTSMAN	360	6	16877	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional) Draftsman or Illustrator (MC 11, s. 96 - Cat. I) First Level Eligibility	City Engineer's Office
56	HEAVY EQUIPMENT OPERATOR II	884	6	16877	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
57	ARCHITECT I	1004	12	27608	Bachelor's degree in Architecture	None required	None required	RA 1080	City Engineer's Office
58	ENGINEER I	1006	12	27608	Bachelor's degree in Engineering relevant to the Job	None required	None required	RA 1080	City Engineer's Office
59	ENGINEER I	1007	12	27608	Bachelor's degree in Engineering relevant to the Job	None required	None required	RA 1081	City Engineer's Office
60	ADMINISTRATIVE ASSISTANT I (Computer Operator I)	1009	7	17899	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

61	ADMINISTRATIVE AIDE V (Carpenter II)	1010	5	15909	Elementary School Graduate	None required	None required	None required	Carpenter (MC 11, 96 - Cat. I)	City Engineer's Office
62	ADMINISTRATIVE AIDE V (Carpenter II)	1011	5	15909	Elementary School Graduate	None required	None required	None required	Carpenter (MC 11, 96 - Cat. I)	City Engineer's Office
63	ADMINISTRATIVE AIDE IV (Electrician I)	1014	4	14993	High School Graduate or Completion of relevant vocational/trade course	None required	None required	None required	Electrician (Building Wiring)(-250 volts) MC 11, s. 96 - Cat. I)	City Engineer's Office
64	ADMINISTRATIVE AIDE IV (Electrician I)	1015	4	14993	High School Graduate or Completion of relevant vocational/trade course	None required	None required	None required	Electrician (Building Wiring)(-250 volts) MC 11, s. 96 - Cat. I)	City Engineer's Office
65	ADMINISTRATIVE AIDE IV (Mechanic I)	1017	4	14993	High School Graduate or Completion of relevant vocational/trade course	None required	None required	None required	Mechanic (Mc 11, s. 96 - Cat. I)	City Engineer's Office
66	ADMINISTRATIVE AIDE III (Plumber I)	1018	3	14125	Elementary School Graduate	None required	None required	None required	Pipefitter or Plumber (MC 11, s. 96 - Cat. I)	City Engineer's Office
67	ADMINISTRATIVE AIDE III (Plumber I)	1019	3	14125	Elementary School Graduate	None required	None required	None required	Pipefitter or Plumber (MC 11, s. 96 - Cat. I)	City Engineer's Office
68	ADMINISTRATIVE AIDE III (Plumber I)	1020	3	14125	Elementary School Graduate	None required	None required	None required	Pipefitter or Plumber (MC 11, s. 96 - Cat. I)	City Engineer's Office
69	WELDER I	1023	4	14993	Elementary School Graduate	None required	None required	None required	Welder (MC 11, s. 96 - Cat. I)	City Engineer's Office
70	ADMINISTRATIVE AIDE III (Mason I)	1024	3	14125	Elementary School Graduate	None required	None required	None required	Mason (MC 11, s. 96 - Cat. I)	City Engineer's Office
71	ADMINISTRATIVE AIDE III (Mason I)	1025	3	14125	Elementary School Graduate	None required	None required	None required	Mason (MC 11, s. 96 - Cat. I)	City Engineer's Office
72	ADMINISTRATIVE AIDE III (Mason I)	1026	3	14125	Elementary School Graduate	None required	None required	None required	Mason (MC 11, s. 96 - Cat. I)	City Engineer's Office
73	HEAVY EQUIPMENT OPERATOR I	1030	4	14993	High School Graduate or Completion of relevant vocational/trade course	None required	None required	None required	Heavy Equipment Operator (MC 11, s. 96 - Cat. I)	City Engineer's Office

74	HEAVY EQUIPMENT OPERATOR I	1032	4	14993	High School Graduate or Completion of relevant vocational/trade course	None required	None required	None required	Heavy Equipment Operator (MC 11, s. 96 - Cat. I)	City Engineer's Office
75	ADMINISTRATIVE AIDE I (Utility Worker I)	1035	1	12517	Must be able to read and write	None required	None required	None required	None required (MC 11, s. 96 - Cat. III)	City Engineer's Office
76	ADMINISTRATIVE AIDE I (Utility Worker I)	1036	1	12517	Must be able to read and write	None required	None required	None required	None required (MC 11, s. 96 - Cat. III)	City Engineer's Office
77	ADMINISTRATIVE AIDE I (Utility Worker I)	1037	1	12517	Must be able to read and write	None required	None required	None required	None required (MC 11, s. 96 - Cat. III)	City Engineer's Office
78	RADIOLOGIC TECHNOLOGIST I	53	11	25439	BS in Radiologic Technology	None required	None required	None required	RA 1080	Economic Enterprise Management Office
79	MEDICAL TECHNOLOGIST I	126	11	25439	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	None required	None required	None required	RA 1080	Economic Enterprise Management Office
80	LABORATORY TECHNICIAN I	54	6	16877	Completion of two years studies in college	None required	None required	None required	None required (MC 11, s. 96 - Cat. II)	Economic Enterprise Management Office
81	MARKET SUPERVISOR IV	633	22	69,963	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	Career Service (Professional) Second Level Eligibility	Economic Enterprise Management Office
82	MARKET SUPERVISOR III	688	18	45,203	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	Career Service (Professional) Second Level Eligibility	Economic Enterprise Management Office
83	MARKET SUPERVISOR II	15	14	32,321	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Career Service (Professional) Second Level Eligibility	Economic Enterprise Management Office
84	COMMUNITY AFFAIRS OFFICER I	668	11	25,439	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	Career Service (Professional) Second Level Eligibility	City Information Office
85	ADMINISTRATIVE AIDE III	773	3	14125	Completion of two years studies in college	None required	None required	None required	Career Service (Subprofessional) First Level Eligibility	Immaculate Conception Hospital
86	ADMINISTRATIVE AIDE I	780	1	12517	Must be able to read and write	None required	None required	None required	None required (MC 11, s. 96 - Cat. II)	Immaculate Conception Hospital

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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 September 8, 2022.

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

bhirmoposo@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.