

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: September 9, 2021

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 AIDE I (Utility Worker I)	139	1	12,034	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		City Mayor's Office
2	ADMINISTRATIVE AIDE III (Driver I)	203	3	13,572	Elementary School Graduate	None required	None required	Driver License (MC 11, s. 96 - Cat. II)		Sangguniang Panlungsod Office
3	ASSESSMENT CLERK I	75	4	14,400	Completion of two years studies in college	None required	None required	CS (Subprofessional) First Level Eligibility		City Assessor's Office
4	ADMINISTRATIVE AIDE I (Utility Worker I)	117	1	12,034	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		Sangguniang Panlungsod Office
5	ADMINISTRATIVE AIDE I (Laborer I)	462	1	12,034	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		City Agriculture's 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 September 24, 2021.

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

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

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

PWD's are encouraged to apply

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6	LOCAL LEGISLATIVE STAFF OFFICER II	125	13	28,276	Bachelor's degree relevant to the job	None required	None required	CS (Professional) Second Level Eligibility		Sangguniang Panlungsod Office
7	ADMINISTRATIVE AIDE I (Utility Worker I)	322	1	12,034	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		City Accountant's Office
8	ADMINISTRATIVE AIDE I	780	1	12,034	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		Immaculate Conception Hospital
9	REVENUE COLLECTION CLERK I	63	5	15,275	Completion of two years studies in college	None required	None required	CS (Subprofessional) First Level Eligibility		City Treasurer's Office
10	ADMINISTRATIVE OFFICER IV	232	15	33,575	Bachelor's degree	4 hours relevant training	1 year of relevant experience	CS (Professional) Second Level Eligibility		City Budget Office

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11	ADMINISTRATIVE AIDE I (Laborer I)	8	1	12,034	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		City Engineer's Office
12	ASSESSMENT CLERK II	713	6	16,200	Completion of two years studies in college	None required	None required	CS (Subprofessional) First Level Eligibility		City Assessor's Office

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