

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:

December 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 (Laborer I)	19	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
2	ADMINISTRATIVE AIDE I (Utility Worker I)	26	1	12,034	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)		Human Resource Management Office
3	ADMINISTRATIVE AIDE IV (Bookbinder II)	715	4	14,400	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)		Human Resource Management Office
4	ADMINISTRATIVE AIDE VI (Utility Foreman)	132	6	16,200	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)		Sangguniang Panlungsod 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 December 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