

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, 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	NURSING ATTENDANT I	818	4	14993	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)	Immaculate Conception Hospital
2	ADMINISTRATIVE OFFICER III	764	14	32321	Bachelor's degree	4 hours of relevant training	1 years of relevant experience	Career Service (Professional) Second Level Eligibility	Immaculate Conception Hospital
3	NURSE II	702	15	35097	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	Relevant RA 1080	Diagnostic Center
4	ADMINISTRATIVE AIDE I	560	1	12517	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)	City General Services 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, 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](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

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