

Republic of the Philippines  
**CGO CALBAYOG**

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 CALBAYOG in the CSC website:

Date: January 3, 2022

*[Signature]*  
**FLORANTE N. AQUINO**  
HRMO

No.	Position Title (Parenthetical Title, if applicable)	Planilla 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)	152	1	11551	Must be able to read and write	None Required	None Required	None Required		City Mayor's Office
2	ADMINISTRATIVE AIDE VI (Utility Foreman)	452	6	15524	Elementary School Graduate	None Required	None Required	None Required		General Services Office
3	ADMINISTRATIVE AIDE I (Utility Worker I)	530	1	11551	Must be able to read and write	None Required	None Required	None Required		General Services Office

We encourage diverse applicants regardless of age, religion, disability, political affiliation and sexual/gender orientation. 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 January 18, 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 last rating period (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:

**DIEGO P. RIVERA**

City Mayor

City Hall, Brgy. Central, J.D. Avelino St., Calbayog City

[calbayogchrm@gmail.com](mailto:calbayogchrm@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.