

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:

Florente
FLORENTE N. AQUINO
HRMO

Date: January 10, 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	Competency (if applicable)	
1	ADMINISTRATIVE AIDE VI (Utility Foreman)	421	6	15524	Elementary School Graduate	None Required	None Required	None Required		Local Civil Registrar's Office
2	ADMINISTRATIVE AIDE III (Utility Worker II)	424	3	13019	Must be able to read and write	None Required	None Required	None Required		Local Civil Registrar's Office
3	ADMINISTRATIVE AIDE I (Utility Worker I)	429	1	11551	Must be able to read and write	None Required	None Required	None Required		Local Civil Registrar's 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 25, 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 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

calbayogchrmo@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.