

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:

Alan
FLORANTE N. AQUINO
HRMO

Date: January 13, 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 ASSISTANT V (Data Entry Machine Operator III)	352	II	22316	Completion of 2 years studies in college or High School Graduate with relevant vocational/ trade course	8 hours relevant training	2 years relevant experience	CS SubProf./ First Level		City Administrator's Office
2	REVENUE COLLECTION CLERK III*	53	9	18784	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	CS SubProf./ First Level		City Mayor's Office
3	REVENUE COLLECTION CLERK II*	67	7	16458	Completion of 2 years studies in college	None required	None required	CS SubProf./ First Level		City Mayor's Office
4	ADMINISTRATIVE AIDE III (Utility Worker II)*	101	3	13019	Must be able to read and write	None required	None required	None required		City Mayor's Office
5	ADMINISTRATIVE AIDE I (Utility Worker I)*	194	1	11551	Must be able to read and write	None required	None required	None required		City Mayor's Office
3	WATCHMAN I*	239	2	12276	Elementary School Graduate	None required	None required	None required		City Disaster Risk Reduction & Mgt. Office

7	ADMINISTRATIVE AIDE I (Utility Worker I)*	243	1	11551	Must be able to read and write	None required	None required	None required		City Disaster Risk Reduction & Mgt. Office
8	ENGINEER II*	387	16	35106	Bachelor's Degree in Engineering relevant to the job	4 hours relevant training	1 year relevant experience	RA 1080- Civil Engineering		City Planning & Devt. Office
9	ADMINISTRATIVE AIDE III (Utility Worker II)*	403	3	13019	Must be able to read and write	None required	None required	None required		City Planning & Devt. Office
10	ENGINEER III*	439	19	46791	Bachelor's Degree in Engineering relevant to the job	8 hours relevant training	2 years relevant experience	RA 1080- Civil Engineering		General Services Office
11	ADMINISTRATIVE AIDE III (Driver I)*	558	3	13019	Elementary School Graduate	None required	None required	Driver's License		City Solid Waste Mgt. Office
12	COMMUNITY AFFAIRS OFFICER I*	596	10	20219	Bachelor's Degree	None required	None required	CS Prof./ Second Level		City Accounting Office
13	ADMINISTRATIVE OFFICER I (Records Officer I)*	598	11	22316	Bachelor's Degree	None required	None required	CS Prof./ Second Level		City Accounting Office
14	ADMINISTRATIVE ASSISTANT II (Clerk IV)*	604	8	175050	Completion of 2 years studies	4 hours relevant training	1 year relevant experience	CS SubProf./ First Level		City Accounting Office
15	FARM WORKER I*	965	2	12276	Elementary School Graduate	None required	None required	None required		City Agriculture Office
16	ENGINEER III*	1030	19	46791	Bachelor's Degree in Engineering relevant to the job	8 hours relevant training	2 years relevant experience	RA 1080- Civil Engineering		City Engineering Office
17	ENGINEER III*	1033	19	46791	Bachelor's Degree in Engineering relevant to the job	8 hours relevant training	2 years relevant experience	RA 1080- Civil Engineering		City Engineering Office
18	ENGINEER III*	1034	19	46791	Bachelor's Degree in Engineering relevant to the job	8 hours relevant training	2 years relevant experience	RA 1080- Civil Engineering		City Engineering Office
19	ENGINEER III*	1031	19	46791	Bachelor's Degree in Engineering relevant to the job	8 hours relevant training	2 years relevant experience	RA 1080- Civil Engineering		City Engineering Office

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20	ENGINEER II*	1038	16	35106	Bachelor's Degree in Engineering relevant to the job	4 hours relevant training	1 year relevant experience	RA 1080- Civil Engineering		City Engineering Office
21	ENGINEER II*	1039	16	35106	Bachelor's Degree in Engineering relevant to the job	4 hours relevant training	1 year relevant experience	RA 1080- Civil Engineering		City Engineering Office
22	ENGINEER II*	1040	16	35106	Bachelor's Degree in Engineering relevant to the job	4 hours relevant training	1 year relevant experience	RA 1080- Civil Engineering		City Engineering Office
23	ENGINEER II*	1042	16	35106	Bachelor's Degree in Engineering relevant to the job	4 hours relevant training	1 year relevant experience	RA 1080- Civil Engineering		City Engineering Office
24	ENGINEER II*	1043	16	35106	Bachelor's Degree in Engineering relevant to the job	4 hours relevant training	1 year relevant experience	RA 1080- Civil Engineering		City Engineering Office
25	ENGINEER I*	1046	12	24495	Bachelor's Degree in Engineering relevant to the job	None required	None required	RA 1080- Civil Engineering		City Engineering Office
26	ENGINEER I*	1050	12	24495	Bachelor's Degree in Engineering relevant to the job	None required	None required	RA 1080- Civil Engineering		City Engineering Office
27	ENGINEER I*	1051	12	24495	Bachelor's Degree in Engineering relevant to the job	None required	None required	RA 1080- Civil Engineering		City Engineering Office
28	ENGINEER I*	1052	12	24495	Bachelor's Degree in Engineering relevant to the job	None required	None required	RA 1080- Civil Engineering		City Engineering Office
29	ENGINEER I*	1053	12	24495	Bachelor's Degree in Engineering relevant to the job	None required	None required	RA 1080- Civil Engineering		City Engineering Office
30	ENGINEER I*	1054	12	24495	Bachelor's Degree in Engineering relevant to the job	None required	None required	RA 1080- Electrical Engineering		City Engineering Office
	* -Anticipated Vacancies									

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 28, 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;

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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.