

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:


RAYMUND C. JUY
City Mayor

Date: January 29, 2024

| 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 | PUBLIC SERVICES OFFICER IV | 656 | 22/1 | 71,511.00 | Bachelor's degree | Sixteen (16) hours of relevant training | Three (3) years of relevant experience | Career Service Professional (Second Level Eligibility) | CORE COMPETENCIES (Advanced) Exemplifying Integrity; Delivering Service Excellence; Solving Problems and Making Decisions ORGANIZATIONAL COMPETENCIES (Advanced) Speaking Effectively; Writing Effectively; LEADERSHIP COMPETENCIES (Basic) Building Collaborative and Inclusive Working Relationships; Thinking Strategically & Creatively; Creating & Nurturing a High Performing Organization | City Assessor's Office LGU-Calbayog City |
| 2 | PROJECT EVALUATION OFFICER III | 350 | 18/1 | 46,725.00 | Bachelor's degree relevant to the job | Eight (8) hours of relevant training | Two (2) years of relevant experience | Career Service Professional (Second Level Eligibility) | CORE COMPETENCIES (Intermediate) Exemplifying Integrity; Delivering Service Excellence; Solving Problems and Making Decisions ORGANIZATIONAL COMPETENCIES Demonstrating Personal Effectiveness - Intermediate Speaking Effectively - Intermediate Writing Effectively - Intermediate Championing and Applying Innovation - Intermediate Planning and Delivering - Basic Managing Information - Intermediate | City Administrator's Office LGU-Calbayog City |
| 3 | PHARMACIST III | 757 | 18/1 | 46,725.00 | Bachelor's degree in Pharmacy | Four (4) hours of relevant training | One (1) year of relevant experience | R.A. 1080 Board Eligibility (PHARMACIST) | CORE COMPETENCIES (Intermediate) Exemplifying Integrity; Professionalism; Service Excellence; ORGANIZATIONAL COMPETENCIES (Intermediate) Effective Communication Skills; Effective Interpersonal Relations; Organizational Awareness & Commitment; TECHNICAL COMPETENCIES (Intermediate) Care Management; Diversity Management; Patient Centered Care; People Management | City Health Office LGU-Calbayog City |

| | | | | | | | | | | |
|---|---|-----|------|-----------|--|---|--|---|---|---|
| 4 | NURSE III (BC No. 2021-2) | 767 | 17/1 | 43,030.00 | Bachelor of Science in Nursing | Four (4) hours of relevant training | One (1) year of relevant experience | R.A. 1080 Board Eligibility (NURSE) | CORE COMPETENCIES (Intermediate) Exemplifying Integrity; Professionalism; Service Excellence; ORGANIZATIONAL COMPETENCIES (Intermediate) Effective Communication Skills; Effective Interpersonal Relations; Organizational Awareness & Commitment; TECHNICAL COMPETENCIES (Intermediate) Care Management; Diversity Management; Patient Centered Care; People Management | City Health Office LGU-Calbayog City |
| 5 | COMMUNITY AFFAIRS OFFICER II | 33 | 15/1 | 36,619.00 | Bachelor's degree | Four (4) hours of relevant training | One (1) year of relevant experience | Career Service Professional (Second Level Eligibility) | CORE COMPETENCIES Exemplifying Integrity - Intermediate Delivering Service Excellence - Basic Solving Problems and Making Decisions - Basic ORGANIZATIONAL COMPETENCIES Demonstrating Personal Effectiveness - Intermediate Speaking Effectively - Basic Writing Effectively - Basic Championing and Applying Innovation - Basic Planning and Delivering - Basic Managing Information - Basic | City Mayor's Office LGU-Calbayog City |
| 6 | SENIOR ADMINISTRATIVE ASSISTANT I (COMMUNICATION EQUIPMENT OPERATOR V) | 323 | 13/1 | 31,320.00 | Completion of two (2) years studies in college or High School Graduate with relevant vocational / trade course | Sixteen (16) hours of relevant training | Three (3) years of relevant experience | Communications Equipment Operator Cat. II of MC 10, s. 2013 | CORE COMPETENCIES (Basic) Exemplifying Integrity; Delivering Service Excellence; Solving Problems and Making Decisions ORGANIZATIONAL COMPETENCIES Demonstrating Personal Effectiveness - Intermediate Speaking Effectively - Basic Writing Effectively - Intermediate Championing and Applying Innovation - Basic Planning and Delivering - Basic Managing Information - Intermediate | City Disaster Risk Reduction & Management Office LGU-Calbayog City |
| 7 | FARM SUPERVISOR | 960 | 8/1 | 19,744.00 | High School Graduate | Four (4) hours of relevant training | One (1) year of relevant experience | None required | CORE COMPETENCIES (Basic) Exemplifying Integrity; Professionalism; Service Excellence; ORGANIZATIONAL COMPETENCIES (Basic) Effective Communication Skills; Effective Interpersonal Relations; Organizational Awareness & Commitment; | City Agriculture Office LGU-Calbayog City |
| 8 | ADMINISTRATIVE AIDE VI (UTILITY FOREMAN) | 72 | 6/1 | 17,553.00 | Elementary School Graduate | Four (4) hours of relevant training | One (1) year of relevant experience | None required (MC No. 10, s. 2013 - Cat. III) | CORE COMPETENCIES (Basic) Exemplifying Integrity; Professionalism; Service Excellence; ORGANIZATIONAL COMPETENCIES (Basic) Effective Communication Skills; Effective Interpersonal Relations; Organizational Awareness & Commitment; | City Mayor's Office LGU-Calbayog City |
| 9 | ADMINISTRATIVE AIDE III | 132 | 3/1 | 14,678.00 | Must be able to read and write | None required | None required | None required (MC No. 10, s. 2013 - Cat. III) | CORE COMPETENCIES (Basic) Exemplifying Integrity; Professionalism; Service Excellence; ORGANIZATIONAL COMPETENCIES (Basic) Effective Communication Skills; Effective Interpersonal Relations; Organizational Awareness & Commitment; | City Mayor's Office LGU-Calbayog City |

| | | | | | | | | | | |
|--|--|-----|------|------------|---|---------------|---|--|-----|---|
| 10 | CITY POPULATION OFFICER (CITY GOVERNMENT DEPARTMENT HEAD I) | 914 | 25/1 | 102,690.00 | Bachelor's degree with specialized training in population development from a recognized college or university | None required | Five (5) years experience in the implementation of programs on population development or responsible parenthood | Career Service Professional (Second Level Eligibility) | N/A | City Population Office LGU-Calbayog City |
| Must be a citizen of the Philippines, a RESIDENT OF LOCAL GOVERNMENT UNIT CONCERNED and of good moral character. | | | | | | | | | | |
| *****NOTHING FOLLOWS***** | | | | | | | | | | |

INSTRUCTIONS/REMARKS:

This agency highly encourages interested and QUALIFIED applicants to apply and is committed to promote equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, persons with disability (PWD), religion, ethnicity, political affiliation to include members of indigenous communities and those with diverse sexual orientation, gender identity and experience (SOGIE). Please feel free to inform the City Human Resource Management Office (CHROMO) in advance for the needed facilities and/or assistance.

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 February 13, 2024:

1. ORIGINAL and fully accomplished Personal Data Sheet (PDS) with recent passport-sized photo, thumbmark with an attached duly accomplished work experience sheet (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph. The PDS must be subscribed and sworn to before a Notary Public;
2. Approved Performance Rating (Very Satisfactory Service) for the last rating period preceding this publication (for promotion/transfer) or any of its equivalent for external applicants (If applicable);
3. Authenticated copy of Eligibility/Rating/License (1 copy);
4. Authenticated copy of Transcript of Records / Certification of Academic Requirements (CAR) issued by the President / School Head / Registrar of the concerned school (1 copy);
5. Authenticated copy of Certificate of Grades for Master's Degree earned units (If applicable);
6. Certificate of Relevant Trainings / Learning and Development Programs attended (If applicable).
7. Updated Service Record and/or Certificate of Employment indicating the supervisorial/managerial/technical functions and responsibilities as Certified by the Human Resource Management Officer or any authorized representative (Note: Special Order or Designation Order should also be attached for the supervisorial and managerial functions as additional supporting document;
8. Designation Orders, and other documents that have bearing in the evaluation;
9. Certificate of No Pending Administrative, Civil, and/or Criminal Case (CENOPAC).

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

Hon. RAYMUND C. UY
City Mayor
City Government of Calbayog
chrmo22cyp@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.